

# Employee Classification Plan (Proposed)



August 3, 2016

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Minority Whip

August 3, 2016

Friends of the Legislative Research Commission:

It is my pleasure to introduce you to the Legislative Research Commission Employee Classification Plan. It is no exaggeration to note that this plan has 320 authors, but that we have pulled it together into one very cohesive final product. In early December of 2015, I challenged LRC's nonpartisan workforce to have some authorship in developing their own position descriptions. Over the course of eight months, we have taken those initial submissions, involved our supervisors and senior management to refine the initial drafts, and revised and edited these position descriptions to read consistently across the organization. We have developed a common structure and format to make the plan easy to read. Every page of this plan is new content; with the adoption of this plan, LRC will have position descriptions and tier descriptions for all positions for the first time in its modern history.

Ratification of this classification plan will allow us to progress to the next phase of our work, determining a compensation plan based on objective data and salary studies. These position descriptions will also make it possible for us to develop an evaluation system, which will be required for progression within the tiers, when applicable.

Teresa Arnold, Mike Clark, Robert Jenkins, Joy Kiser, Anita Muckelroy and Morgain Sprague have played pivotal roles in developing this plan. Tom Burgess, Christy Glass, Robyn Kemper, Oreta O'Mara, Jenny Noran and Lara Thompson were instrumental in its final design and production. Thank you to all of them and to all of LRC's dedicated nonpartisan workforce for their ongoing outstanding work, supporting this important initiative.

Sincerely,

A handwritten signature in dark ink, appearing to read "DAB", followed by a long, sweeping horizontal line.

David Byerman  
Director



# KENTUCKY GENERAL ASSEMBLY Legislative Research Commission

DIRECTOR  
**David A. Byerman**

EXECUTIVE SECRETARY  
TO THE COMMISSION  
**Christy Glass**

## Committee & Staff Coordination

DEPUTY DIRECTOR  
**Robert Jenkins**

Couriers  
MANAGER  
Nathan Graham

Legislative  
Economic Analysis  
CHIEF STAFF  
ECONOMIST  
Vacant

House Clerk Services  
MANAGERS  
Adanna Hydes  
Melissa Bybee-Fields

## Interim Joint Committees

Agriculture  
CSA Tanya Monsanto

Appropriations &  
Revenue  
CSA Jennifer Hays

Banking &  
Insurance  
CSA Sean Donaldson

Economic  
Development &  
Tourism  
CSA John Buckner

Education  
CSA Jo Carole Ellis

Energy  
CSA D. Todd Littlefield

Health & Welfare  
CSA DeeAnn Wenk

Judiciary  
CSA Katie Comstock

Labor & Industry  
CSA Carla Montgomery

Licensing &  
Occupations  
CSA Tom Hewlett

Local Government  
CSA Mark Mitchell

Natural Resources &  
Environment  
CSA Tanya Monsanto

State Government  
CSA Judy Fritz

Transportation  
CSA John Snyder

Veterans, Military  
Affairs & Public  
Protection  
CSA Erica Warren

## Education Accountability

DEPUTY DIRECTOR  
**David Wickersham**

Investigations  
DIVISION DIRECTOR  
Karen Timmel-Hatzell

Research  
DIVISION DIRECTOR  
Bart Liguori

## Legislator Support Services

ASSISTANT DIRECTOR  
**Anita Muckelroy**

Project Center  
SUPERVISOR  
Sally Everman

## Statutory Committees

Administrative  
Regulation Review  
CSA Donna Little

Capital Planning  
Advisory Board  
CSA Shawn Bowen

Capital Projects &  
Bond Oversight  
CSA Joshua Nacey

Education  
Assessment &  
Accountability  
Review  
CSA Jo Carole Ellis

Government  
Contract Review  
CSA Kim Eisner

Medicaid Oversight  
& Advisory  
ANALYST Jonathan Scott

Program Review &  
Investigations  
CSA Greg Hager

Public Pension  
Oversight Board  
CSA Brad Gross

Tobacco Settlement  
Agreement Fund  
Oversight  
ANALYST Lowell Atchley

## Budget Review

DEPUTY DIRECTOR  
**John Scott**

ASSISTANT  
BUDGET DIRECTOR  
Jenny Bannister

## Human Resources & Professional Development

ASST. DIRECTOR (Acting)  
**Joy Kiser**

Business Office  
MANAGER  
Joy Kiser

Inventory Control  
SUPERVISOR  
Steve Kring

Telecommunications  
SUPERVISOR  
Gordon Adkins

Switchboard  
SUPERVISOR  
David Rodgers

## Computing & Information Technology

CHIEF INFORMATION OFFICER  
**Jim Swain**

DEPUTY CHIEF INFORMATION OFFICER/PROGRAMMING  
Joel Redding

Geographic Information Systems  
MANAGER  
Scott Hamilton

Network Services & Security  
MANAGER  
David Coles

Service & Support Center  
MANAGER  
Cindy O'Dell

REVISOR OF STATUTES  
**Rob Williams**

Bill Processing  
Bill Tracking

GENERAL COUNSEL  
**Morgain Sprague**

DEPUTY  
GENERAL COUNSEL  
Greg Woosley

## Research

DEPUTY DIRECTOR  
**Teresa Arnold**

Citations  
MANAGER  
Roxanne Hurt

Constituent  
Services  
MANAGER  
Eric Elliott

Legislative Record  
COMPILER  
Sheila Mason

Legislative Library  
LIBRARIAN  
Leslie Smith

Print Shop  
PRINTING &  
PUBLICATIONS  
OFFICER  
Joe Cox

RESEARCH EDITOR  
Brian Throckmorton

PUBLIC INFORMATION  
OFFICER  
**Rob Weber**

FISCAL OFFICER  
**Alicia Boyd**

LEGISLATIVE  
SECURITY OFFICER  
**Tim Bradley**

SUPPORT STAFF

# Legislative Research Commission Employee Classification Plan

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# Director's Office



**Director, Legislative Research Commission**

**Executive Assistant to the Legislative Research Commission**

**Executive Assistant**

**Administrative Assistant**

**Chief Fiscal Officer**

**Legislative Security Officer**

# Director, Legislative Research Commission



## Reports To

Legislative Research Commission



## Supervises

Deputy Directors, Assistant Directors, Chief Information Officer, Reviser of Statutes, Public Information Officer, Fiscal Officer, Legislative Security Officer, General Counsel



## Job Description

The Director serves as the chief executive officer for the Kentucky General Assembly and reports to the Legislative Research Commission (LRC). The Director is responsible for the performance of the nonpartisan staff employed by the General Assembly and for their delivery of high quality professional services to legislators and to the legislature.



## Education Requirements

Graduate degree in public administration, law, political science, social science or related field.



## Experience Requirements

Eight years practical experience in governmental administration with progressively increasing responsibilities; demonstrated exemplary moral and ethical leadership while holding a significant leadership position in business, government, military service, or a nonprofit organization or charity; three years of demonstrated transferrable skills in financial management; and a commitment to avoid personal involvement or activity of a partisan political nature.



## Knowledge, Skills & Abilities

- Extensive knowledge and understanding of state government and of the legislative process.
- Familiarity with Kentucky's political landscape, State Constitution, statutes and regulations.
- Demonstrated experience and effectiveness in organizational management and leadership. Knowledge of the principles, practices and current developments of human resource management.

# Director, Legislative Research Commission



- Ability to coach, manage and develop high-performance staff, set and achieve strategic objectives, and manage a budget.
- Strong commitment to the professional development of staff and retaining a diverse and effective team.
- Commitment to nonpartisanship and the ability to work closely, impartially, and effectively with legislators of political parties, the media and public.
- Ability to maintain confidentiality and handle politically sensitive work.



## Job Duties

- Directs and supervises all activities and employees of the LRC nonpartisan staff.
- Develops, implements and executes personnel policies and procedures for the agency as directed by and in coordination with the LRC.
- Coordinates with managers to ensure that LRC policies and priorities are followed, budget directives are observed, and problems are avoided or resolved.
- Reviews and approves hiring, firing, promotion and salary decisions for all nonpartisan staff.
- Plans and coordinates special projects for the agency and LRC, such as national or regional legislative conference or workshops.

# Executive Assistant to the Legislative Research Commission



## Reports To

Director, Legislative Research Commission



## Supervises

None



## Job Description

Under the direction of the LRC Director, performs confidential and executive secretarial services for the Director and the Legislative Research Commission. Does other related duties as assigned.



## Education Requirements

A high school diploma or GED and some community college or college coursework is required, college degree preferred.



## Experience Requirements

Must have six years of experience in secretarial and administrative work supporting an executive officer level position.



## Knowledge, Skills & Abilities

- Knowledge of modern secretarial office routines, procedures and practices and their application to specific situations.
- Ability to read and interpret department rules, regulations, programs, standards and procedures.
- Ability to act as confidential secretary to an executive officer and to relieve him/her of office detail.
- Ability to maintain confidentiality and discretion.
- Ability to organize secretarial work, sometimes of a confidential nature, which may entail taking the lead of clerical employees.
- Ability to use correct English, to spell correctly and to use correct sentence and paragraph structure.



# Executive Assistant to the Legislative Research Commission



- Ability to communicate with visitors, schedule appointments and process requests for information in accordance with established procedures.
- Ability to take minutes of meetings, conferences and hearings and transcribe them into authoritative form.
- Ability to prepare statistical and other reports.
- Ability to prepare routine correspondence.
- Ability to maintain confidential, follow-up and other records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to demonstrate proficiency with current office technology, including office IT general business software such as Microsoft Office (Word, Outlook, and Excel).
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.



## Job Duties

- When so required, assigns and instructs employees engaged in clerical duties and supervises the performance of their work.
- Reviews, sorts and routes incoming correspondence.
- Personally prepares letters on routine matters which may or may not be signed or reviewed by the executive officer.
- Obtains pertinent material from the files and from other sources and puts it into usable form for the review and use of the executive officer.
- Acts to relieve the executive officer of detail by providing information to those requesting it including members of the General Assembly, LRC personnel, representatives of state, local, and other groups, organizations, and agencies, and to the general public in accord with established policy.
- May interview callers at the office.
- Maintains a schedule of appointments and the daily engagement calendar of the executive officer.
- Prepares agenda of meetings and takes, transcribes and puts into official form the minutes of meetings.
- Makes necessary arrangements for speaking engagements, travel arrangements and for hearings, conference and meetings.
- Assembles statistical and other materials required for reports, memoranda and speeches.
- Maintains mailing lists and makes the required revisions thereto.
- Prepares statistical or other reports.
- Maintains confidential, personal correspondence and other records and files, including a follow-up file.

## Executive Assistant to the Legislative Research Commission



- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

# Executive Assistant



## Reports To

Varies



## Supervises

None



## Job Description

Senior-level administrative role requiring a great deal of independence, sophistication, and professionalism. Manages complex projects for senior executives.



## Education Requirements

A high school diploma or GED and some community college or college coursework is required, college degree preferred.



## Experience Requirements

At least three (3) years of experience in administrative support is required. Some experience supporting a senior executive is preferred.



## Knowledge, Skills & Abilities

- Knowledge of administrative best practices and their application to specific situations.
- Ability to work independently and with sensitivity to political nuance and protocol.
- Ability to act as confidential assistant to an executive officer and to relieve him/her of office detail.
- Ability to organize administrative work, sometimes of a confidential nature, which may entail the supervision of clerical employees.
- Strong writing, verbal, and listening skills.
- Excellent interpersonal and customer service skills.
- The ability to work effectively in a nonpartisan environment, working directly with high profile legislative leaders.
- Interest in the legislative process and in helping to develop new and innovative ways to engage with the public.

# Executive Assistant



- A demonstrated track record of taking general direction on the vision for a project or event, breaking it into its elements, executing planning and logistical challenges, and making that vision a reality.



## Job Duties

- Provides administrative support for senior management, welcoming visitors and answering phones.
- Develops effective work methods and processes to streamline office operations.
- Reviews, sorts, and routes incoming correspondence.
- Prepares memoranda and reports for review by senior executives.
- Coordinates with other LRC offices and agencies to review business practices, pulling such information into reports for the review of senior management.
- Assists senior management in responding to inquiries from legislators, the press, and the general public.
- Prepares agenda and minutes of meetings.
- Maintains a schedule of appointments and the daily calendar for the Director and other members of the senior management team.
- Makes necessary arrangements for speaking engagements, travel engagements, hearings conferences, and meetings.
- Assembles statistical or other materials needed for reports, memoranda, and speeches.
- Maintains mailing lists.
- Prepares confidential correspondence on highly-sensitive matters.
- Long-term project management for senior executives.

# Administrative Assistant



## Reports To

Varies



## Supervises

None



## Job Description

Provides administrative support to ensure efficient operation of the office; supports senior administration, managers, and staff through a variety of tasks related to organization and communication so that duties are completed accurately and delivered with high quality, in a timely manner, and with confidentiality.



## Education Requirements

High school diploma, or GED equivalency.



## Experience Requirements

Must have three years of experience in an office setting handling multiple tasks and responsibilities.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills
- Excellent proofreading skills
- Proficient keyboarding skills
- Proficient in the Microsoft Office software programs
- Ability to work independently and in a team environment
- Ability to work under pressure and meet specific deadlines
- Ability to work extended hours as needed
- Positive attitude and strong work ethic

# Administrative Assistant



## Job Duties

- Greets and assists visitors.
- Types correspondence, reports and other confidential documents.
- Maintain daily schedules and office files.
- Organize and schedule meetings
- Make travel arrangements, when necessary, and assisting with reimbursements.
- Answer the telephone, taking messages, and making appropriate referrals.
- Completes forms and respond to requests.
- File documents.
- Copy, scan and fax.
- Assist in the preparation of reports and other documents
- Organize and schedule meetings.
- Maintain office supplies and office equipment.
- Other duties as assigned.



## Stratification

**Level I** Become familiar with the fundamental concepts, practices and procedures of administrative duties to include basic computer skills, verbal and written skills, and organizational skills. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures of administrative duties to include basic computer skills, verbal and written skills, and organizational skills. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures of administrative duties to include basic computer skills, verbal and written skills, and organizational skills to the completion of difficult assignments. Usually work with minimal supervision and confer with superior on unusual matters. Assignments are broad in nature requiring originality and have a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply comprehensive knowledge of administrative duties to include basic computer skills, verbal and written skills, and organizational skills. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive of administrative duties to include basic computer skills, verbal and written skills, and organizational skills to the completion of significant assignments. Have well-developed leadership qualities and crosses fields. Operate with considerable capacity for unreviewed action and decision. (Specialist)

# Administrative Assistant



**Level VI** Possess and apply advanced knowledge of administrative duties to include basic computer skills, verbal and written skills, and organizational skills to the completion of projects with major complexity. Must achieve recognized standing through original contribution. Supply technical assistance, leadership and consultation to co-workers. Generally work with wide latitude for unreviewed action or decision. (Consultant)

# Chief Fiscal Officer



## Reports To

Director, Legislative Research Commission



## Supervises

None



## Job Description

Under the direction of the Director of LRC, provides administrative support to ensure efficient operation of the Director's Office; supports senior administration, managers, and staff through a variety of tasks related to organization and communication so that duties are completed accurately and delivered with high quality, in a timely manner, and with confidentiality.



## Education Requirements

Bachelor's degree in accounting, business administration, finance public administration, or related field.



## Experience Requirements

Must have five years of financial management experience involving accounting, budgeting, auditing, and financial analyses and reporting. A Master's degree in Accounting, Finance, or Business Administration may be substituted for one year of the above experience. Possession of a current, valid certificate as a Certified Public Accountant issued by the Commonwealth of Kentucky may be substituted for the above education requirement.



## Knowledge, Skills & Abilities

- Knowledge of principles, methods, techniques, and systems of financial management.
- Knowledge of principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge of laws, rules, and regulations governing installation and operation of a government system of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.





- Knowledge of government budgeting preparation, problems, practices, and methods, and their application to specific situations.
- Knowledge of automatic data processing systems, procedures, and controls.
- Ability to utilize principles, methods, techniques, and systems of financial management.
- Ability to plan, direct, and coordinate difficult and complex financial programs.
- Ability to develop, apply, and adjust financial plans and policies to attain organization objectives.
- Ability to establish and maintain effective working relationships with all levels of management.
- Ability to apply sound, independent judgment in the solution of financial problems and in the administration of a financial program.
- Ability to make oral and written presentations in a clear and concise manner, and select, develop, and supervise subordinate staff.
- Ability to analyze and make objective and logical determinations from financial data and to draw sound conclusions there from.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.



## Job Duties

- Establish biennial budget for Legislative Branch.
- Complete any year end steps (for budget transfer, budget reduction plan, cash transfer) needed per Legislative Branch Budget.
- Establish allotment amounts using current appropriation for personnel, operating and capital outlay categories, and track to assure enough remains to cover expenditures throughout the year.
- Establish new allotment amounts for inclusion in subsequent fiscal year.
- Assist with LRC year-end reports for Commonwealth of Kentucky CAFR Reporting.
- Assist with questions concerning expenditure codes.
- Provide requests to FAC upon Legislative approval to establish capital construction accounts.
- Coordinator, non-voting member, of the Employee Suggestion System Panel responsible for scheduling monthly meetings, maintaining record of Panel and Director's decisions, and communicating those decisions to the Director and employee, if applicable
- Review any policies and procedures at Director's request.
- Supervises and performs professional functions involved in the analyses and audit of accounts, vouchers, and other records, and prepares statements concerning the financial condition.



- Provides technical guidance in reviewing, analyzing, evaluating, and reporting on program accomplishments in financial terms.
- Compares performance with operating plans and standards as reflected in financial data.
- Reports on and interprets financial data with the objective of promoting economy and efficiency in the execution of programs.
- Develops, coordinates, and executes financial policies, procedures, and plans
- Confers with and serves as technical financial advisor to management on financial problems and other related matters.
- Prepares financial reports.
- Plans projects or programs and recommends changes to existing operations.
- Estimates budgetary needs of the fiscal operation and allocates resources appropriately.
- Prepares annual budget for the entire organization in accord with established procedures and policies.
- Develops and maintains a system of accounts consistent with policy, procedures, and requirements of the organization and applicable state/federal statutes and rules.
- Manages the organizations automated financial and statistical reporting system to ensure information is accurate and produced timely.
- Prepares fiscal/statistical reports.
- Analyzes fiscal/statistical management reports.
- Submits corrective plans to the LRC Director as appropriate.
- Establishes and supervises the maintenance of budgetary controls.
- Prepares or directs the preparation of reports required by third party reimbursement agencies.
- Prepares or directs the preparation of reports to government agencies required by law.
- Sees that agency financial operations are in accord with all legal requirements.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the LRC and related units.

# Legislative Security Officer



## Reports To

Director, Legislative Research Commission



## Supervises

None



## Job Description

Under the direction of the Director, oversee, plan, and direct legislative security functions; interface with the Kentucky State Police; manage the LRC Omnilert System; develop contingency plans for LRC operations in the event of an emergency.



## Education Requirements

High school diploma or equivalency.



## Experience Requirements

Former Kentucky State Police Officer; or equivalent education or training in law enforcement, with six (6) years as a law enforcement officer, head of security for a private entity, or state security/homeland security officer.



## Knowledge, Skills & Abilities

- Ability to provide security or establish order at public meetings.
- Demonstrated knowledge of firearms or other security threats, and the ability to swiftly address and neutralize dangerous situations.
- Ability to conduct surveillance and inspection of legislative facilities and grounds.
- Occasional coordination with other members of senior management, assisting in investigations.
- Ability to demonstrate rapport with legislators, staff and the general public.
- Ability to work with discretion on matters concerning security, address imminent threats and alert the Director to threats on the horizon.
- Ability to balance the need for security with the LRC's customer-service mission of providing an accessible and friendly environment for constituents.



## Job Duties

- Monitors events and activities at the LRC Capitol Campus, coordinating with Kentucky State Police and ensuring high standards of security for legislators and constituents alike.
- Serves as lead for managing the LRC Omnilert System, with real-time communications to LRC employees via text, phone call, or on-screen display.
- Actively participates in Homeland Security coordination activities with other governmental entities in Frankfort and the surrounding the community.
- Monitors and manages active threats and incidents with security implications, such as activist protests and employee terminations.

# Committee and Staff Coordination



Deputy Director for Committee and Staff Coordination

Committee Staff Administrator

Administrator, Committee Affairs

Legislative Committee Analyst

Committee Assistant

Chief Economist

Staff Economist

Courier Services Supervisor

Legislative Courier

Program Review Analyst

Regulations Compiler

Assistant Regulations Compiler

House Operations and Journal Clerk

Legislative Research Commission Historian

# Deputy Director for Committee and Staff Coordination



## Reports To

Director, Legislative Research Commission



## Supervises

Committee Staff Administrators, Courier Manager, Chief Economist, House Clerk Services



## Job Description

Under the direction of the LRC Director, the Deputy Director for Committee and Staff Coordination provides direction for all non-partisan committee staff and services of the legislature.



## Education Requirements

Juris doctorate; Ph.D.; master's degree; or bachelor's degree with relevant experience.



## Experience Requirements

Ten years of experience in public policy, legislative management, legal analysis, or a relevant field.



## Knowledge, Skills & Abilities

- Knowledge of management principles.
- Thorough knowledge of committee procedures during an interim and session.
- Knowledge of laws, regulations, court decisions, and other information relevant to committee's jurisdiction.
- Demonstrated ability to research issues and distill information.
- Ability to assist other committees and research issues not related to committee's jurisdiction.
- Comprehensive understanding of the legislative process and bill drafting application.
- Excellent analytical and communication skills.
- Demonstrated ability to meet short deadlines and work extended hours during legislative session.
- Ability to manage and motivate staff.
- Demonstrated ability to work with other agencies, legislators, and the public.

## Deputy Director for Committee and Staff Coordination



- Excellent computer skills with knowledge of basic Windows operating systems, including Microsoft Outlook, Word, Internet, Excel, and PowerPoint.
- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Must be willing to work unpredictable, long hours, and oversee complex staff duties.
- Assess, with members of the Leadership Team, staff development and training needs.
- Ability to work in a team management approach.



### Job Duties

- Work with Director as necessary. This includes consulting on committee and agency activities, providing legal research, and providing other analysis of agency needs and internal or external factors impacting the ability of the agency to carry out its statutory obligations.
- Make recommendations, upon request by the Director, on policies or other agency.
- Provide assistance to Director's Office staff.
- Communicate and work with upper management to learn about and be able to enforce agency policies and procedures, and to communicate needs of supervised staff.
- Maintain ability to accomplish work duties of supervised staff.
- Manage and lead supervised staff.
  - Interview and recommend hiring of staff.
  - Review and evaluate staff work to ensure competence, identify weaknesses, determine need for additional training, and assist with training.
  - Review requests for time away from work and sign accurately prepared timesheets.
  - Support staff by answering questions about difficult or complex research, bill drafts, or administrative regulations.
- Coordinate and conduct training of staff for the session and interim periods.
- Work with OCIT and other staff on the updating of bill drafting programs.
- Work with House and Senate leadership to make sure that drafting and communication needs are being met.
- Work with House and Senate clerks and House operations staff to facilitate the flow of legislation from one chamber to the other.
- Work with Statute Revision, House operations staff, Bill Tracking, Bill Processing, and other appropriate LRC staff to ensure that daily session duties are carried out efficiently and effectively.
- Work with other supervisors to ensure that courier and other staffing needs are being met, and identify situations in which short-term reassignment of staff may be necessary to carry out agency functions.

## Deputy Director for Committee and Staff Coordination



- Work with Deputy Director for Research and other staff on publications.
- Review requests for expenditures from various offices, and approve or disapprove as necessary.
- Other duties as assigned.



# Committee Staff Administrator



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

Committee Analysts



## Job Description

Supervises a staff of legislative analysts, committee assistants, interns, and graduate fellows to study issues related to the committee's jurisdiction, coordinate meetings, and fulfill the research and drafting needs of legislators during the interim and legislative session.



## Education Requirements

Juris doctorate; Ph.D. in public policy or field related to committee's jurisdiction; master's degree in public policy or field related to committee's jurisdiction; or bachelor's degree with relevant experience.



## Experience Requirements

Must have four years of experience in public policy, legislative analysis or management, legal analysis, or a relevant field.



## Knowledge, Skills & Abilities

- Knowledge of management principles.
- Thorough knowledge of committee procedures during an interim and session.
- Knowledge of laws, regulations, court decisions, and other information relevant to committee's jurisdiction.
- Demonstrated ability to research issues and distill information.
- Ability to assist other committees and research issues not related to committee's jurisdiction.
- Comprehensive understanding of the legislative process and bill drafting application.
- Excellent analytical and communication skills.

# Committee Staff Administrator



- Demonstrated ability to meet short deadlines and work extended hours during legislative session.
- Ability to manage and motivate staff.
- Demonstrated ability to work with other agencies, legislators, and the public.
- Excellent computer skills with knowledge of basic Windows operating systems, including Microsoft Outlook, Word, Internet, Excel, and PowerPoint.



## Job Duties

- Lead and manage the committee staff.
- Understand, communicate, and enforce agency policies and procedures.
- Attend required staff meetings.
- Facilitate communication between LRC upper management, legislators, leadership staff, outside parties, and committee staff.
- Provide oversight, support, and feedback to committee staff so that they can effectively and efficiently do the work assigned to them.
- Interview and recommend hiring of staff as needed.
- Review and evaluate staff work to ensure competence, identify weaknesses, identify the need for additional training, and assist with acquiring or providing necessary training.
- Manage and ensure accurate reporting of time and attendance by committee staff.
- Communicate with standing committee chairs and interim joint committee co-chairs about agendas, arrange and coordinate meeting logistics.
- Work with other LRC staff, including but not limited to the Deputy Director for Research and the Deputy Director for Committee and Staff Coordination, on the production of LRC publications.
- Assist with LRC staff studies and task forces.
- Complete other duties and tasks as assigned.



## Stratification

**Level I** Under direct supervision of the Deputy Director for Committee and Staff Coordination, works independently with co-chairs to facilitate direction for the committee; acquires additional management training; and learns about parliamentary procedure for the committee. (Entry)

**Level II** Under close supervision of the Deputy Director for Committee and Staff Coordination, continues to perform all work of the Committee Staff Administrator but has acquired additional management training and is better able to assist the co-chairs with committee activity because of better knowledge of interim and session processes and parliamentary procedure. Offers to assist

## Committee Staff Administrator



with other areas in the Legislative Research Commission. Successfully performs beyond entry skill level. (Intermediate)

**Level III** Under intermittent supervision of the Deputy Director for Committee and Staff Coordination, performs all work of the Committee Staff Administrator but also assists in other areas of the Legislative Research Commission. Proactively suggests improvements to established processes. Successfully performs beyond intermediate skill level. (Senior)

**Level IV** Successfully performs beyond associate level for at least three years. Under broad supervision of the Deputy Director for Committee and Staff Coordination. (Lead)

**Level V** Under general direction of the Deputy Director for Committee and Staff Coordination, offers to assist in other areas of the Legislative Research Commission and, through acquisition of advanced knowledge of processes and management techniques, suggests improvements to processes and contributes upon request through implementation of strategic direction. Successfully performs beyond associate skill level. (Specialist)

**Level VI** Successfully performs beyond specialist skill level for at least three years. Under limited direction of the Deputy Director for Committee and Staff Coordination. (Consultant)

# Administrator, Committee Affairs



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

None



## Job Description

Under the direction of Deputy Director for Committee and Staff Coordination, train committee assistants on interim and legislative procedures and prepare committee meeting rooms for all functions.



## Education Requirements

High school diploma or equivalent GED certification.



## Experience Requirements

Ten years of experience with legislative committee and session processes, or legislative management.



## Knowledge, Skills & Abilities

- Demonstrated ability to perform well with minimum supervision and increasing responsibilities.
- Excellent computer skills with knowledge of Windows operating systems.
- Extensive knowledge of committee procedures and legislative process.
- Excellent use of standard English, including grammar, spelling, word usage, and punctuation.
- Demonstrated ability to follow oral and written instructions.
- Demonstrated willingness to assist other committees and work with other projects.
- Demonstrated willingness to meet short deadlines and work extended hours during legislative session.
- Ability to lead staff in a team environment.
- Demonstrated willingness to work with other agencies, legislators, and the public.
- Demonstrated ability to follow writing styles.



- Demonstrated ability to use audio and video equipment and train others regarding its use.



## Job Duties

- Communicate and work with other LRC staff on their committee meeting room and equipment needs.
- Open and close meeting rooms.
- Test functionality of meeting rooms equipment, and check meeting room temperature.
- Communicate with non-LRC staff who will be using committee meeting rooms.
- Work with OCIT and telecommunications staff to maintain knowledge of equipment in committee meeting rooms, and work with Inventory Control staff to ensure committee meeting rooms have sufficient tables and chairs.
- Work with appropriate LRC staff to ensure that any committee meeting room deficiencies are corrected.
- Train committee assistants on session and interim committee procedures.
- Answer questions during session and interim about committee procedures, including questions about roll votes and quorums.
- Assist with answering emergency line and assist, if needed, with responding to emergencies.
- Assist with checking functionality of AEDs.

# Legislative Committee Analyst



## Reports To

Committee Staff Administrator of Interim Joint Committee or Statutory Committee



## Supervises

None



## Job Description

Under the direction of the Committee Staff Administrator, fulfills needs of committee staffing and conducts research and drafts bills related to jurisdiction of committee during the interim and legislative session.



## Education Requirements

Juris doctorate; Ph.D. in public policy or field related to committee's jurisdiction; master's degree in public policy or field related to committee's jurisdiction; or bachelor's degree with relevant experience.



## Experience Requirements

None required.



## Knowledge, Skills & Abilities

- Excellent oral and written communication skills.
- Analytical and research ability.
- Willingness to assist other committees and research issues not related to committee's jurisdiction.
- Demonstrated ability to understand the legislative process and the bill drafting application.
- Willingness to meet short deadlines and work extended hours during legislative session.
- Ability to work in team environment.
- Willingness to work with other agencies, legislators, and the public.
- Basic computer skills with knowledge of Windows operating systems, or demonstrated ability to learn Windows operating systems.



## Job Duties

- Communicate with supervisor to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Analyze and research issues related to committee's jurisdiction, or other issues as assigned, draft legislation, and communicate information, sometimes in a summary or bulleted form, with staff, non-staff, and legislators as requested.
- Help arrange committee meeting logistics and staff meetings.
- Act as lead staff when requested for interim, session, or task forces.
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate.
- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend training as needed or directed.
- Other duties as assigned.



## Stratification

**Level I** Under direct supervision of the Committee Staff Administrator, learns basic bill drafting rules and the bill drafting application, and acquires other skills necessary to perform, and begin performing, the functions of a Legislative Committee Analyst. Instructions are usually detailed. (Entry)

**Level II** Under close supervision of the Committee Staff Administrator, develops more advanced skills required for position and acquires more detailed knowledge of the laws involved with the committee's jurisdiction. Resolves routine questions. Successfully performs beyond entry skill level. (Intermediate)

**Level III** Under intermittent supervision of the Committee Staff Administrator, possesses broad knowledge of bill drafting, administrative regulation review, and other skills required for position. Resolves most questions and problems. Demonstrates successful completion of complex work assignments. Works with staff from other areas of the Legislative Research Commission on multidisciplinary assignments. Successfully performs beyond intermediate skill level. (Senior)

**Level IV** Under broad supervision of the Committee Staff Administrator, continues to apply advanced skills to complex work assignments and may train and lead other staff. Demonstrates successful completion complex bill drafts and research, and demonstrates leadership of a committee, subcommittee, or special committee. Seeks training to enhance ability to work with, and lead, others. Successfully performs beyond associate skill level. (Lead)

**Level V** Under general direction of the Committee Staff Administrator, continues to apply advanced skills to complex work assignments, trains and leads other staff, acts as liaison with other

# Legislative Committee Analyst



offices within the Legislative Research Commission, and suggests improvements to committee processes. Successfully performs beyond entry skill level. Successfully performs beyond senior skill level. (Specialist)

**Level VI** Under limited direction of the Committee Staff Administrator, continues to enhance skills required for the position and performs functions of a Legislative Committee Analyst. Assists with agency improvements. Leads multiple areas within the agency in multidisciplinary work. Understands all committee processes and procedures and may lead in the absence of the Committee Staff Administrator. Successfully performs beyond specialist skill level. (Consultant)



# Committee Assistant



## Reports To

Committee Staff Administrator of Interim Joint Committee or Statutory Committee



## Supervises

None



## Job Description

Under the direction of the Committee Staff Administrator, fulfills general office duties and the needs of committee staffing during the interim and legislative session.



## Education Requirements

Must have three years of experience in legislative affairs, business administrative work, research or a related field.



## Experience Requirements

Must have three years of experience in legislative affairs, business administrative work, research or a related field.



## Knowledge, Skills & Abilities

- Ability to perform well with minimum supervision and increasing responsibilities.
- Basic computer skills with knowledge of Windows operating systems, or demonstrated ability to learn Windows operating systems.
- Knowledge of basic office procedures.
- Knowledge of standard English, including grammar, spelling, word usage, and punctuation.
- Ability to follow oral and written instructions.
- Willingness to assist other committees and work with other projects.
- Willingness to meet short deadlines and work extended hours during legislative session.
- Ability to work in team environment.
- Willingness to work with other agencies, legislators, and the public.

# Committee Assistant



- Ability to follow writing styles.



## Job Duties

- Communicate with supervisor to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Help with committee meeting logistics, including planning and in-meeting coordination and distribution of materials, and otherwise help with staffing of meetings.
- Work when requested with other committees or task forces during an interim or session.
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate.
- Prepare committee minutes.
- Enter text and data in necessary formats for committee correspondence and other documents.
- Proofread documents for proper format, accuracy, and style.
- Answer telephone and greet and otherwise assist guests.
- Answer staff and non-staff's routine questions about office or committee procedures.
- Collect, copy, and sort materials.
- Coordinate ordering of supplies.
- Attend training as needed or directed.
- Other duties as assigned.



## Stratification

**Level I** Under direct supervision of the Committee Staff Administrator, becomes familiar with fundamental practices and procedures for committee and learns basic skills necessary to carry out duties of the committee assistant. Instructions are usually detailed. (Entry)

**Level II** Under close supervision of the Committee Staff Administrator, knows and applies fundamental practices and procedures, develops more advanced skills, acquires more detailed knowledge of committee procedures. Successfully performs beyond entry skill level. (Intermediate)

**Level III** Associate level for Committee Assistant. Under intermittent supervision of the Committee Staff Administrator, enhances skills, possesses broad knowledge of interim and session procedures, assists with complex tasks, confers with the Committee Staff Administrator, and offers suggestions about appropriate committee policies. Successfully performs beyond intermediate skill level. (Senior)

**Level IV** Senior level for Committee Assistant. Under general supervision of the Committee Staff Administrator, possesses and applies comprehensive knowledge about committee procedures, completes complex tasks, confers with the Committee Staff Administrator, assists with

# Committee Assistant



implementing improvements to committee policies, and assists in other areas of the Legislative Research Commission. Successfully performs beyond associate skill level. (Lead)

**Level V** Under general direction of the Committee Staff Administrator, has well-developed leadership qualities, confers with Committee Staff Administrator, suggest improvements to committee policies and procedures. Assists other Committee Assistants. Successfully performs beyond senior skill level. (Specialist)

**Level VI** Under limited direction of the Committee Staff Administrator, understands all committee processes and procedures, represents committee in discussions with other staff regarding improvements and agency strategic direction, assists with training other Committee Assistants, suggests and performs complex tasks. Successfully performs beyond specialist skill level. (Consultant)

# Chief Economist



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

Staff Economists



## Job Description

Supervises a staff of economists who fulfill the research needs of staff and legislators during the interim and legislative session.



## Education Requirements

Master's degree or other advanced degree in economics or finance.



## Experience Requirements

Must have five years of applied experience providing economic research and analysis, two of which must be in a supervisory capacity.



## Knowledge, Skills & Abilities

- Knowledge of management principles, including ability to prioritize, schedule, and supervise complex team research projects under extreme time constraints.
- Extensive knowledge of microeconomics, macroeconomics, statistics, and statistical resources, and how these apply and use them in the analysis of applied problems of public policy.
- Broad knowledge of specialized software used for statistical analysis, graphical analysis, and econometric modeling.
- Extensive knowledge of sources of national, state, and local demographic, economic, and fiscal data.
- Experience in monitoring economic changes and assessing the economic implications of existing or proposed economic or fiscal structures, in an unbiased manner.
- Excellent analytic, writing, and presentation skills.
- Understanding of legislative budget process.



- Practical knowledge of federal, state, and regulatory laws that relate to economic impact analysis.



## Job Duties

- Communicate with upper management to learn about and enforce agencies policies and procedures, and communicate the policies and procedures with staff.
- Review and evaluate staff to ensure competence, identify weaknesses, determine need for additional training, and assist with training.
- Manage staff through review of timesheets and requests for leave, and discipline as necessary.
- Maintain ability to perform all duties of staff economist.
- Assign research projects and information requests to staff economists.
- Design, implement, and monitor research projects assigned to staff economists.
- Interview and recommend hiring of staff.
- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend training as needed or directed.
- Other duties as assigned.

# Staff Economist



## Reports To

Chief Economist



## Supervises

None



## Job Description

Under the direction of the Chief Economist, conduct economic analysis as needed to fulfill the research needs of staff and legislators during the interim and legislative session.



## Education Requirements

Master's degree or other advanced degree in economics or finance or related field, or bachelor's degree in economics, finance, or related field.



## Experience Requirements

Must have one year of applied experience in conducting economic research and analysis. a Ph. D. in economics or finance may substitute for the one year of experience.



## Knowledge, Skills & Abilities

- Knowledge of microeconomics, macroeconomics, statistics, and statistical resources, and willingness to use them in the analysis of applied problems of public policy.
- Knowledge of specialized software used for statistical analysis, graphical analysis, and econometric modeling.
- Knowledge of sources of national, state, and local demographic, economic, and fiscal data.
- Ability to monitor economic changes and assess the economic implications of existing or proposed economic or fiscal structures, in an unbiased manner.
- Analytic, writing, and presentation skills.
- Willingness to learn federal, state, and regulatory laws that relate to economic impact analysis.



## Job Duties

- Respond to information requests.
- Review research and analysis from external sources.
- Provide background information to legislators on programs and policy issues.
- Conduct economic impact analysis.
- Conduct research on policy issues.
- Monitor employment and economic trends.
- Monitor trends in and issues affecting Kentucky state revenues.
- Analyze fiscal impacts of proposed legislation.
- Write memoranda and reports on research.
- Present research findings to legislative committees and staff.
- Provide technical and administrative support to the Consensus Forecasting Group.
- Assist committee and other staff with research and statistical and financial analysis.
- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend training as needed or directed.
- Other duties as assigned.



## Stratification

**Level I** Under direct supervision of the Chief Economist, learns how to apply skills in the legislative arena, acquires knowledge of the legislative process, learns processes of the Consensus Forecasting Group, and learns to apply microeconomics, macroeconomics, and statistics in the production of memoranda. (Entry)

**Level II** Under close supervision of the Chief Economist, develops more enhanced skills required for position and acquires more detailed knowledge of the interaction between the Office of Staff Economists and legislators. Resolves routine questions. Successfully performs beyond entry skill level. (Intermediate)

**Level III** Under intermittent supervision of the Chief Economist, possesses broad knowledge of skills required for the position. Resolves most questions and problems. Demonstrates successful completion of complex work assignments. Works with staff from other areas of the Legislative Research Commission on multidisciplinary assignments. Successfully performs beyond intermediate skill level. (Senior)

**Level IV** Under broad supervision of the Chief Economist, continues to apply advanced skills to complex work assignments and may train and lead other staff. Demonstrates successful completion of complex research. Develops skills to present research before a legislative committee. Seeks

## Staff Economist



training to enhance ability to work with, and lead, others. Successfully performs beyond associate skill level. (Lead)

**Level V** Under general direction of the Chief Economist, continues to apply and acquire enhanced skills for complex work assignments, trains and leads other staff, acts as liaison with other offices within the Legislative Research Commission, and suggests improvements to committee processes. Demonstrated ability to present complex research before a legislative committee. Successfully performs beyond senior skill level. (Specialist)

**Level VI** Under limited direction of the Chief Economist, continues to enhance skills required for the position and performs functions of a Staff Economist. Assists with agency improvements. Leads multiple areas within the agency in multidisciplinary work. May lead in the absence of the Staff Economist. Successfully performs beyond specialist skill level. (Consultant)



# Courier Services Supervisor



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

Couriers



## Job Description

Provide coordination for LRC Courier Service Operations that manage staff responsible for collecting and delivering items around the Capitol campus and elsewhere.



## Education Requirements

High school diploma or equivalent GED certification.



## Experience Requirements

Must have three years of experience with courier services or customer relations services.



## Knowledge, Skills & Abilities

- Knowledge of management principles.
- Thorough knowledge of courier services.
- Demonstrated ability to follow oral and written instructions.
- Demonstrated timeliness and courteousness.
- Basic knowledge of General Assembly and legislative processes.
- Demonstrated ability to work long hours during interim and legislative session.
- Driver's license valid in Kentucky, with excellent driving record.
- Excellent interpersonal skills.
- Ability to manage and motivate staff.
- Demonstrated ability to work with other LRC staff and the legislators, the public, and citizens.

# Courier Services Supervisor



## Job Duties

- Coordinate all LRC courier services.
- Collect, transport, and distribute material for LRC and General Assembly in the Capital Campus and elsewhere.
- Communicate with upper management to learn about and enforce agencies policies and procedures, and communicate the policies and procedures with committee staff.
- Review and evaluate staff to ensure competence, identify weaknesses, determine need for additional training, and assist with training.
- Manage staff through review of timesheets and requests for leave, and discipline as necessary.
- Schedule staff for weekend duty, when requested, and late night duty during session.
- Maintain log for vehicles and handle reservations when requested by other staff.
- Perform all duties of legislative courier.
- Communicate with supervisor to learn about agency policies and procedures.
- Interview and recommend hiring of staff.
- Coordinate and operate computer system to track courier services.
- Attend training as needed or directed.
- Other duties as assigned.



## Reports To

Courier Manager



## Supervises

None



## Job Description

Under the supervision of the Courier Supervisor, responsible for collecting and delivering items around the Capitol campus and elsewhere.



## Education Requirements

High school diploma or equivalent GED certification.



## Experience Requirements

None required.



## Knowledge, Skills & Abilities

- Ability to follow oral and written instructions.
- Sense of timeliness.
- Ability to understand confidential nature of legislative environment.
- Willingness to work long hours.
- Driver's license valid in Kentucky, with excellent driving record.
- Interpersonal skills.
- Willingness to work in team environment.
- Willingness to work with other LRC staff and the legislators, the public, and citizens.
- Ability to be courteous.



## Job Duties

- Communicate with supervisor to learn about agency policies and procedures.
- Lift boxes and other items of varying weight, including heavy materials.



- Use LRC equipment such as phone, computer, dolly, and other equipment necessary to perform needs of office.
- Carry or otherwise transport boxes and materials around the Capitol campus.
- Drive LRC vehicles inside and outside Frankfort as necessary to perform needs of office.
- Work with other LRC offices and other agencies to perform needs of office.
- Keep information confidential.
- Answer phones.
- Attend training as needed or directed.
- Other duties as assigned.

## Stratification



**Level I** Under direct supervision of the Courier Services Supervisor, learns basic skills necessary to carry out duties of the position. (Entry)

**Level II** Under close supervision of the Courier Services Supervisor, applies learned skills required for position, develops understanding of the role of the Legislative Research Commission, and develops understanding of logistical needs of different offices in the agency. Successfully performs beyond entry skill level. (Intermediate)

**Level III** Under intermittent supervision of the Courier Services Supervisor, enhances skills required for the position, confers with the Courier Services Supervisor and offer suggestions about improving courier services. Successfully performs beyond intermediate skill level. (Senior)

**Level IV** Under general supervision of the Courier Services Supervisor, confers with the Courier Services Supervisor and offer suggestions about improving courier services, and assists in other areas of the Legislative Research Commission. Successfully performs beyond associate skill level. (Lead)

**Level V** Under general direction of the Courier Services Supervisor, develops management ability, confers with the Legislative Courier Supervisor, offers suggestions about improving courier services, and assists in other areas of the Legislative Research Commission. Successfully performs beyond senior skill level. (Specialist)

**Level VI** Under limited direction of the Courier Services Supervisor, possessed broad knowledge of role of the Legislative Research Commission, represents couriers in discussions with other staff regarding improvements to the agency, and assists with training other couriers. Successfully performs beyond specialist skill level. (Consultant)

# Program Review Analyst



## Reports To

Committee Staff Administrator



## Supervises

None



## Job Description

Coordinates, evaluates and audits state programs as directed by committee members.



## Education Requirements

Ph.D. in public policy or field related to the committee's jurisdiction, master's degree in public policy or field related to the committee's jurisdiction, J.D., or bachelor's degree with relevant experience.



## Experience Requirements

Juris doctorate with experience in public policy research and legal analysis; Ph.D. or master's degree with some experience in program evaluation, auditing, public policy, or other related field; or bachelor's degree with relevant coursework and experience.



## Knowledge, Skills & Abilities

- Provide program evaluation, auditing, research, and evaluation reports.
- Communicate with supervisor to about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Compile information and analyze program operation and fiscal facts and issues, and perform evaluative research using social science methods in an objective, impartial, accurate, and timely manner.
- Analyze and research issues as directed by committee and to communicate information, sometimes in a summary or bulleted form, with staff, non-staff, and legislators as requested
- Help arrange committee meeting logistics.
- Act as lead staff when requested for assigned projects.

# Program Review Analyst



- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend training as needed or directed.
- Other duties as assigned.



## Job Duties

- Communicate with supervisor to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Help with committee meeting logistics, including planning and in-meeting coordination and distribution of materials, and otherwise help with staffing of meetings.
- Work when requested with other committees or task forces during an interim or session.
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate.
- Prepare committee minutes.
- Enter text and data in necessary formats for committee correspondence and other documents.
- Proofread documents for proper format, accuracy, and style.
- Answer telephone and greet and otherwise assist guests.
- Answer staff and non-staff's routine questions about office or committee procedures.
- Collect, copy, and sort materials.
- Coordinate ordering of supplies.
- Attend training as needed or directed.
- Other duties as assigned.



## Stratification

**Level I** Under direct supervision of the Committee Staff Administrator, learns basic committee processes and acquires other skills necessary to perform, and begin performing, the functions of a Program Review Analyst. Instructions are usually detailed. (Entry)

**Level II** Under close supervision of the Committee Staff Administrator, develops more advanced skills required for position and acquires more detailed knowledge research techniques. May take more senior lead in research projects. Resolves routine questions. Successfully performs beyond entry skill level. (Intermediate)

**Level III** Under intermittent supervision of the Committee Staff Administrator, possesses broad knowledge of research skills and develops more presentation skills. Demonstrates successful completion of more complex projects. Works with staff from other areas of the Legislative

# Program Review Analyst



Research Commission on multidisciplinary assignments. Successfully performs beyond intermediate skill level. (Senior)

**Level IV** Under general supervision of the Committee Staff Administrator, continues to apply advanced skills to complex work assignments and may train and lead other staff. Demonstrates successful completion of complex work projects, and demonstrates ability to present research findings to a committee. Seeks training to enhance ability to work with, and lead, others. Successfully performs beyond associate skill level. (Lead)

**Level V** Under general direction of the Committee Staff Administrator, continues to apply advanced skills to complex work assignments, trains and leads other staff, acts as liaison with other offices within the Legislative Research Commission, and suggests improvements to committee processes. Demonstrates ability to design a research project and lead a research team. Successfully performs beyond senior skill level. (Specialist)

**Level VI** Under limited direction of the Committee Staff Administrator, continues to enhance skills required for the position and performs functions of a Program Review Analyst. Assists with agency improvements. Leads multiple areas within the agency in multidisciplinary work. Understands all committee processes and procedures and may lead in the absence of the Committee Staff Administrator. Successfully performs beyond specialist skill level. (Consultant)



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

None



## Job Description

Under the direction of the Deputy Director for Committee and Staff Coordination, supervises a staff of analysts, assistants, and other staff to carry out the duties of the Administrative Regulation Review Subcommittee.



## Education Requirements

Ph.D. in public policy or field related to the committee's jurisdiction, master's degree in public policy or field related to the committee's jurisdiction, J.D., or bachelor's degree with relevant experience.



## Experience Requirements

Three years of experience as an administrative regulations analyst or legislative analyst.



## Knowledge, Skills & Abilities

- Knowledge of management principles.
- Thorough knowledge of subcommittee procedures.
- Knowledge of laws, regulations, court decisions, and other information relevant to subcommittee's jurisdiction.
- Demonstrated ability to research issues and distill information.
- Ability to assist other committees and research issues not related to committee's jurisdiction.
- Comprehensive understanding of the administrative regulation drafting and review process.
- Excellent analytical and communication skills.
- Demonstrated ability to meet short deadlines and work extended hours.





- Ability to manage and motivate staff.
- Demonstrated ability to work with other agencies, legislators, and the public.
- Excellent computer skills with knowledge of basic Windows operating systems, including Microsoft Outlook, Word, Internet, Excel, and PowerPoint.



## Job Duties

- Communicate with upper management to learn about and enforce agencies policies and procedures, and communicate the policies and procedures with committee staff.
- Review and evaluate staff to ensure competence, identify weaknesses, determine need for additional training, and assist with training.
- Manage staff through review of timesheets and requests for leave, and discipline as necessary.
- Assign administrative regulations to the reviewing analysts.
- Perform all duties of a regulations analyst.
- Interview and recommend hiring of staff.
- Communicate with co-chairs about agendas, arrange meeting logistics, and oversee other meeting coordination.
- Draft legislation relating to the administrative regulations process.
- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend training as needed or directed.
- Other duties as assigned.



## Stratification

**Level I** Under direct supervision of the Deputy Director for Committee and Staff Coordination, works independently with co-chairs to facilitate direction for the committee; acquires additional management training; and learns about parliamentary procedure for the committee. (Entry)

**Level II** Under close supervision of the Deputy Director for Committee and Staff Coordination, continues to perform all work of the Committee Staff Administrator for Administrative Regulation Review but has acquired additional management training and is better able to assist the co-chairs with committee activity because of better knowledge of interim and session processes and parliamentary procedure. Offer to assist with other areas in the Legislative Research Commission. Successfully performs beyond the entry skill level. (Intermediate)

**Level III** Under intermittent supervision of the Deputy Director for Committee and Staff Coordination, assists in other areas of the Legislative Research Commission and proactively

# Regulations Compiler



suggests improvements to established processes. Successfully performs beyond the intermediate skill level. (Senior)

**Level IV** Successfully performs beyond associate skill level for at least three years. Under broad supervision of the Deputy Director for Committee and Staff Coordination. (Lead)

**Level V** Under general direction of the Deputy Director for Committee and Staff Coordination, offers to assist in other areas of the Legislative Research Commission and, through acquisition of advanced knowledge of processes and management techniques, suggests and contributes upon request through implementation of strategic direction. Successfully performs beyond senior skill level. (Specialist)

**Level VI** Successfully performs beyond specialist skill level for at least three years. Under limited direction of the Deputy Director for Committee and Staff Coordination. (Consultant)

# Assistant Regulations Compiler



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

None



## Job Description

Under the direction of the Deputy Director for Committee and Staff Coordination, fulfills needs of administrative regulations' office.



## Education Requirements

Juris doctorate; Ph.D. in public policy or field related to committee's jurisdiction; master's degree in public policy or field related to committee's jurisdiction; or bachelor's degree with relevant experience.



## Experience Requirements

Must have five years of experience with regulatory issues and knowledge of legislative process.



## Knowledge, Skills & Abilities

- Excellent organization skills.
- Knowledge of regulatory issues and legislative process.
- Willingness to meet short deadlines and work extended hours.
- Ability to work in team environment.
- Willingness to work with other agencies, legislators, and the public.
- Ability to maintain official files and relevant paperwork.
- Ability to educate co-workers, state agency officials, legislators, and citizens.
- Basic computer skills with knowledge of Windows operating systems, or demonstrated ability to learn Windows operating systems.



## Job Duties

- Communicate with supervisor to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Train and delegate task to office staff.
- Assess workflow and recommend and implement improvements.
- Maintain administrative regulations' standard operating procedures manual.
- Educate co-workers, state agency officials, legislators, and citizens about the regulatory process through telephone calls, emails, meetings, and trainings.
- Maintain official files and relevant paperwork.
- Research requests regarding current and historical administrative regulations' documents.
- Proof and format agency-filed administrative regulations for publication.
- Assist with compiling, formatting, and indexing the monthly *Kentucky Administrative Register*.
- Compile, format, and index the annual 13-volume set *Kentucky Administrative Regulations Service*.
- Provide administrative support to subcommittee members.
- Staff monthly subcommittee meetings.
- Oversee scanning and naming of historical administrative regulations.
- Work in a team environment and perform other staff functions as necessary.
- Attend training as needed or directed.
- Other duties as assigned.

# House Operations and Journal Clerk



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

None



## Job Description

Under the direction of the Deputy Director for Committee and Staff Coordination, oversees House Clerk Services and the overall processing and flow of legislation from the House of Representatives to the Senate; coordinates production of the House Journal.



## Education Requirements

Bachelor's degree with relevant experience.



## Experience Requirements

Two years of experience with the legislative process.



## Knowledge, Skills & Abilities

- Excellent oral and written communication skills.
- Comprehensive understanding of the legislative process.
- Willingness to meet short deadlines and work extended hours during legislative session.
- Ability to work in team environment.
- Willingness to work with legislators and staff.
- Basic computer skills with knowledge of Windows operating systems, or demonstrated ability to learn Windows operating systems.



## Job Duties

- Keep records of committee action, bills, and amendments.
- Draft and transmit communication to the Senate.
- Follow legislative process in the House of Representatives and identify errors.
- Communicate with Director's Office and Bill Tracking about session operations.

# House Operations and Journal Clerk



- Communicate with House and Senate Clerks about activities in chambers.
- Compile records of legislative action into the daily journal.
- Work with other LRC staff to ensure that needs of House operations and journal staff are met during interim and session and that all House operations and journal responsibilities are met.
- Facilitate production of the House Journal.
- Attend training as needed or directed.
- Other duties as assigned.
- Travel to Kentucky History Center, University of Kentucky, and select local libraries, upon approval, to review legislators' biographical information.
- Draft simple resolutions upon request by Deputy Director for Committee and Staff Coordination.
- Input information into database of legislators' biographical information.
- Work with Deputy Director for Committee and Staff Coordination and Deputy Director for Research on assigned research projects.
- Conduct legal research as needed.
- Other duties as assigned.

# Legislative Research Commission Historian



## Reports To

Deputy Director for Committee and Staff Coordination



## Supervises

None



## Job Description

Under the direction of the Deputy Director for Committee and Staff Coordination, researches biographical information about legislators and historical information about legislative sessions.



## Education Requirements

Bachelor's degree with relevant experience.



## Experience Requirements

Knowledge of the Legislative process.



## Knowledge, Skills & Abilities

- Excellent oral and written communication skills.
- Excellent research skills.
- Comprehensive understanding of the legislative process.
- Willingness to meet short deadlines and work extended hours during legislative session.
- Ability to work in team environment.
- Willingness to work with legislators and staff.
- Basic computer skills with knowledge of Windows operating systems, or demonstrated ability to learn Windows operating systems.



## Job Duties

- Work with legislators, Deputy Director for Committee and Staff Coordination, and the public to answer questions about past and present legislators.
- Update appropriate publications.
- Research legislators' biographical information.

# Legislative Research Commission Historian



- Travel to Kentucky History Center, University of Kentucky, and select local libraries, upon approval, to review legislators' biographical information.
- Draft simple resolutions upon request by Deputy Director for Committee and Staff Coordination.
- Input information into database of legislators' biographical information.
- Work with Deputy Director for Committee and Staff Coordination and Deputy Director for Research on assigned research projects.
- Conduct legal research as needed.
- Other duties as assigned.



# Office of Education Accountability



**Deputy Director for the Office of Education Accountability**

**Investigations Division Manager**

**Education Accountability Investigator**

**Research Division Manager**

**Education Accountability Research Analyst**

# Deputy Director for the Office of Education Accountability



## Reports To

Director, Legislative Research Commission



## Supervises

Investigations Division Manager and Research Division Manager



## Job Description

Provide direction and management to the Office of Education Accountability, consisting of two Divisions: Research and Investigations. Support the review, evaluation, development, and implementation of the activities of the Legislative Research Commission. Perform other duties as assigned by the Director of the Legislative Research Commission.



## Education Requirements

Doctoral degree in education, or law degree from a law school accredited by the American Bar Association and a bachelor's degree. Attorney applicants must maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111, Limited certification of admission to practice.



## Experience Requirements

Must have ten years of experience in public policy, legislative management, legal analysis, education policy on research, or a related field, three of which must be in a supervisory capacity.



## Knowledge, Skills & Abilities

- Ability to assign, instruct, develop, supervise, and manage professional, technical, staff support level, and other employees, and to effectively evaluate their performance.
- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- Strong general research ability.

# Deputy Director for the Office of Education Accountability



- The ability to work independently as well as in a team environment.
- The ability to work under pressure and to meet specific deadlines.
- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- A collaborative management style.
- Professional and calm demeanor under intense pressure.
- An enthusiastic commitment to high quality output.
- A public service orientation.



## Job Duties

- Oversight of investigations of complaints alleging violations of state school laws and regulations.
- Review and sign all investigative reports prior to release.
- Oversight of research studies related to issues of Kentucky's K-12 programs, funding, public education funding and assessment.
- Ensure that topics are thoroughly researched, presented to the Education Assessment Accountability and Review Subcommittee (EAARS), published, and made available to school districts and to the public.
- Maintain a close and productive collaboration with the Kentucky Department of Education in oversight and monitoring duties related to assessment and accountability, finance, and school and student performance.
- Respond to legislative inquiries.
- Review, analyze, and provide written feedback regarding reports of the Kentucky Department of Education, the Kentucky Board of Education, the Education Professional Standards Board, and local school districts.
- Review proposed regulations and revisions of regulations and provide written feedback to the Kentucky Department of Education.
- Draft reports, issue papers and other documents as requested.
- Prepare and present to EAARS the Annual OEA Report.
- Other duties as assigned.

# Investigations Division Manager



## Reports To

Deputy Director, Office of Education Accountability



## Supervises

Education Accountability Investigators



## Job Description

Provides leadership to the Investigations Division of the Office of Education Accountability (OEA).



## Education Requirements

A law degree from a law school accredited by the American Bar Association, or a master's degree or other advanced degree in public policy, business, education, social science, or a relevant field. Must hold and maintain a current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111, limited certification of admission to practice.



## Experience Requirements

Must have six years of experience in public policy, legislative management, legal analysis, or a related field, three of which must be in a supervisory capacity. Advanced knowledge of the education field and of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Ability to assign, instruct, develop, supervise, and manage professional, technical, staff support level, and other employees, and to evaluate effectively their performance.
- Excellent verbal and written communications skills to communicate effectively.
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- Strong general research ability and the ability to prepare issue papers and research studies.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and to meet specific deadlines.

# Investigations Division Manager



- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- A collaborative management style.
- Professional and calm demeanor under intense pressure.
- An enthusiastic commitment to high quality output.
- A public service orientation.
- Ability to maintain strict confidentiality.



## Job Duties

- Manage a team of full time and part time investigators and oversees statewide investigations of complaints related to violations of state school laws, regulations, and local policies that apply to K-12 schools.
- Review all written complaints received by OEA to determine if investigation is warranted.
- Initiate and assign investigations to team members.
- Refer complaints to other agencies as appropriate.
- Assist complainants in resolving concerns without need of an investigation, when appropriate.
- Assist and guide team members in development of investigative strategies and issue clarification.
- Review and revise all written preliminary and final investigative reports to ensure accuracy.
- Communicate with local school district board members, superintendents, principals and other administrative personnel regarding OEA's investigative conclusions and resolutions.
- Work with OEA administrative staff to ensure district/school compliance with report resolutions.
- Assist in the preparation and presentation of the OEA Annual Report.
- Attend legislative committee meetings as requested by Deputy Director.
- Maintain a collaborative relationship with the Kentucky Department of Education and with the Education Professional Standards Board.
- Meet with team members to review caseload and progress on investigations.
- Develop and maintain expertise in relevant education law.
- Maintain a small investigative case load; perform same duties as Investigations team members.
- Approve timesheets, leave requests, overnight travel, and the earning of compensatory time.
- Other duties as assigned.

# Education Accountability Investigator



## Reports To

Investigations Division Manager



## Supervises

None



## Job Description

Conducts investigations to determine compliance with education statutes, regulations, and policies, and also compliance with open records and open meetings laws and opinions of the Attorney General.



## Education Requirements

Graduate of a college or university with a bachelor's degree.



## Experience Requirements

Must have two years of experience in public policy, legislative management, legal analysis, research or a related field.



## Knowledge, Skills & Abilities

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and to meet specific deadlines.
- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- Professional and calm demeanor under intense pressure.
- An enthusiastic commitment to high quality output.

# Education Accountability Investigator



- A public service orientation.
- Ability to maintain strict confidentiality.



## Job Duties

- Develop and maintain expertise in relevant education statutes, regulations, Open Record/Open Meeting laws, and Attorney General Opinions.
- Timely perform investigations of school districts, school district personnel and/or school district procedures based on allegations received.
- Develop strategies aligned with best practices to investigate assigned complaints. This includes identifying any statutes or regulations applicable to the complaint and potential witnesses, documents, or other evidence that will assist in determining the validity any allegations.
- Investigate assigned complaints by conducting interviews, gathering documents, and collecting other forms of evidence necessary to determine the validity of any allegations contained in assigned complaints.
- Complete forms to memorialize interviews and information gathered during the investigation.
- Draft preliminary reports stating findings, conclusions and resolutions of investigation.
- Confer with Investigations Division Director regarding final report to be issued.
- Close and clean file of handwritten notes and duplicate documents at conclusion of case.
- Communicate with complainants, school district staff, parents, and constituents. Determine the most appropriate way to assist the calls.
- Advise how to file a complaint with OEA.
- Refer to a more appropriate agency.
- Explain that no violation exists.
- Meet with Investigations Division Director to review caseload and progress on investigations
- Review and follow the progress of proposed legislation relating to education. Maintain up-to-date knowledge of all enacted legislation.
- Review new regulations and proposed changes to existing regulations by the Kentucky Department of Education and prepare written feedback.
- Travel as required to investigate cases.
- Other duties as assigned.



## Stratification

**Level I** Knows fundamental concepts, practices, and procedures of education investigations. Using established procedures and working under immediate supervision, performs assigned tasks. Work is routine and instructions are usually detailed. Little originality or ingenuity is required.

# Education Accountability Investigator



Resolves routine questions and problems and refers more complex issues to higher levels. Works under direct supervision and follows standard procedures to accomplish assigned tasks. (Entry)

**Level II** Knows and applies the fundamental concepts, practices, and procedures of education investigations. Under supervision, performs work that is varied and that may be somewhat difficult in degree, but usually involves limited responsibility. Some evaluation, originality, or ingenuity is required. Resolves routine questions and problems and refers more complex issues to higher levels. Follows standard procedures to accomplish assigned tasks. (Intermediate)

**Level III** Possesses and applies a broad knowledge of principles, practices, and procedures of education investigations to the completion of complex assignments. Usually works with minimum supervision, conferring with superiors on unusual matters. Assignments are broad in nature, requiring originality and ingenuity. Applies some advanced skills to the position. May adapt procedures, processes, work tools, or techniques to meet the more complex requirements of the position. Duties and tasks are frequently nonroutine. Resolves most questions and problems, and refers only complex issues to higher levels. May assist in orienting and training lower level employees. (Senior)

**Level IV** Possesses and applies a broad knowledge of principles, practices, and procedures of education investigations to the completion of complex assignments. Plans and conducts assignments. Reviews progress and evaluates results. Reviews progress with management. Applies some advanced skills to the position or specialization. May adapt procedures, processes, work tools, or techniques to meet the more complex requirements of the position. Duties and tasks are frequently nonroutine. Resolves most questions and problems, and refers only complex issues to higher levels. Works under minimal supervision. May assist in orienting and training lower level employees. (Lead)

**Level V** Possesses and applies a broad knowledge of principles, practices, and procedures of education investigations to the completion of complex assignments. Has well-developed leadership qualities. Crosses fields.

Under general supervision, plans and conducts assignments. Reviews progress and evaluates results. May act in liaison capacity with other departments, divisions, and organizations. Evaluates and reviews progress with management. (Specialist)

**Level VI** Normally holds advanced degree in field of specialization. Under general supervision, plans and conducts complex projects necessitating the origination and application of new and unique approaches. Supplies technical inspiration, leadership, and consultation to professional co-workers. May represent the organization in outside discussions and technical forums. Reviews progress with management. (Executive)



# Research Division Manager



## Reports To

Deputy Director, Office of Education Accountability



## Supervises

Education Accountability Research Analysts



## Job Description

Provides oversight of OEA's research process to ensure that annual projects approved by the Education Assessment Accountability and Review Subcommittee (EAARS) are completed in a professional and timely manner.



## Education Requirements

Master's degree or other advanced degree in public policy, business or public administration, social science, or other field relevant to the subject matter jurisdiction of the Office of Education Accountability, or a law degree and a bachelor's degree. If presented, law degree must be issued from a law school accredited by the American Bar Association and the applicant must be admitted or eligible for admission to the Kentucky Bar.



## Experience Requirements

Must have six years of experience in public policy, legislative management, legal analysis, or a related field, three of which must be in a supervisory capacity. Advanced knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Ability to assign, instruct, develop, supervise, and manage professional, technical, staff support level, and other employees, and to evaluate effectively their performance.
- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process .
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.

# Research Division Manager



- Strong general research ability and the ability to prepare issue papers and research studies.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and to meet specific deadlines.
- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- A collaborative management style.
- Professional and calm demeanor under intense pressure.
- An enthusiastic commitment to high quality output.
- A public service orientation.



## Job Duties

- Set work priorities and goals and provides daily supervision of professional staff in achieving research objectives and research steps.
- Oversee and coordinate a professional staff and direct the design and planning of research projects, which includes developing research objectives, research steps, research methodologies, and identifying timeframes.
- Perform supervisory reviews of staff work papers to ensure that data and related analysis (evidence) is sufficient, reliable, and valid to support report findings, recommendations, and conclusions.
- Oversee and provide supervision and feedback related to report outlines, scope and methodology, findings and recommendations, chapters, and conclusions.
- Oversee and provide supervision and feedback related to PowerPoint presentations for EAARS.
- Work with research team and OEA Deputy Director to identify and finalize proposed research topics for consideration by EAARS.
- Present findings and recommendations to EAARS.
- Provide periodic updates to OEA Deputy Director to discuss research projects, staffing, critical junctures, work papers, and draft reports.
- Facilitate research team meetings to discuss current projects, the research process, and other issues of importance.
- Attend various education and other meetings related to K-12 issues.
- Approve timesheets and leave requests of research staff.
- Assist the research staff, as needed, by conducting analysis, preparing work papers, and drafting report findings, recommendations, chapters, and conclusions.
- Other duties as assigned.

# Education Accountability Research Analyst



## Reports To

Research Division Manager



## Supervises

None



## Job Description

Design, plan, and complete research studies that include objectives, research steps, data needs, methods, and estimated timing.



## Education Requirements

Graduate of a college or university with a bachelor's degree.



## Experience Requirements

Must have two years of experience in public policy, legislative management, legal analysis, or a related field.



## Knowledge, Skills & Abilities

- Excellent verbal and written communications skills to communicate effectively and impartially.
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- Strong general research ability and the ability to prepare issue papers and research studies.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and to meet specific deadlines.
- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- Professional and calm demeanor.
- An enthusiastic commitment to high quality output.

# Education Accountability Research Analyst



- A public service orientation.
- Ability to work collaboratively as part of a multidisciplinary research team.



## Job Duties

- Identify potential research topics.
- Conduct literature reviews; review reports; conduct statutory and regulatory reviews; identify and analyze district programmatic and financial data sets; consider relationships among variables and statistical significance; assess data quality and limitations; design and conduct surveys and questionnaires to obtain qualitative and quantitative data; perform site visits to observe processes; conduct interviews for context, as well as follow up on various issues; create graphs and tables to illustrate the results of data analysis; use SQL databases for comparative analysis; and present research findings, recommendations, and conclusions to EAARS and other legislative committees.
- Prepare work papers to document analysis and other work performed to provide sufficient, reliable, and valid evidence to support report findings, recommendations, and conclusions
- Meet intermediate and final deadlines related to assigned work.
- Provide and receive feedback on work performed.
- Attend various education meetings and write brief summaries to assist in the monitoring of specific topics related to K-12.
- Review national and state policies, research, and proposed legislation related to various K-12 issues.
- When assigned, review proposed regulation changes and provide feedback.
- Demonstrate excellent written and verbal communication skills.
- Other duties as assigned.



## Stratification

**Level I** Entry level for employees. Knows fundamental concepts, practices, and procedures of education research. Using established procedures and working under immediate supervision, performs assigned tasks. Work is routine and instructions are usually detailed. Little originality or ingenuity is required. Applies basic skills and may develop advanced skills using tools appropriate for the specialization. Resolves routine questions and problems and refers more complex issues to higher levels. Follows standard procedures to accomplish assigned tasks. (Entry)

**Level II** Knows and applies the fundamental concepts, practices, and procedures of education research. Under direct supervision, performs work that is varied and that may be somewhat difficult in degree, but usually involves limited responsibility. Some evaluation, originality, or ingenuity is required. May develop advanced skills using tools appropriate for the specialization. Resolves routine questions and problems and refers more complex issues to higher levels. Follows standard procedures to accomplish assigned tasks. (Intermediate)

# Education Accountability Research Analyst



**Level III** Possesses and applies a broad knowledge of principles, practices, and procedures of education research to the completion of complex assignments. May cross fields. Usually works with minimum supervision, conferring with superiors on unusual matters. Assignments are broad in nature, requiring originality and ingenuity. Applies some advanced skills to the position. May adapt procedures, processes, work tools, or techniques to meet the more complex requirements of the position. Duties and tasks are frequently nonroutine. Resolves most questions and problems, and refers only complex issues to higher levels. (Senior)

**Level IV** Possesses and applies a broad knowledge of principles, practices, and procedures of education research to the completion of complex assignments. May cross fields. Plans and conducts assignments. Reviews progress and evaluates results. Reviews progress with management. May adapt procedures, processes, work tools, or techniques to meet the more complex requirements of the position. Duties and tasks are frequently nonroutine. Resolves most questions and problems, and refers only complex issues to higher levels. Works under minimal supervision. May assist in orienting and training lower level employees. (Lead)

**Level V** Possesses and applies a broad knowledge of principles, practices, and procedures of education research to the completion of complex assignments. Has well-developed leadership qualities. Crosses fields. Plans and conducts assignments involving larger projects or more than one project. Reviews progress and evaluates results. May lead or direct projects. May act in liaison capacity with other departments, divisions, and organizations. Evaluates progress. Under general supervision, plans, conducts, and supervises assignments. Reviews progress with management. (Specialist)

**Level VI** Normally holds advanced degree in field of specialization. Must have achieved recognized standing in professional field through original contribution. Plans and conducts research on complex projects necessitating the origination and application of new and unique approaches. Plans and directs projects and supplies technical inspiration, leadership, and consultation to professional co-workers. May represent the organization in outside discussions and technical forums. Under general supervision, plans and conducts assignments. Reviews progress with management. (Consultant)

# Budget Review



**Deputy Director for Budget Review**

**Assistant Budget Director**

**Budget Reviser**

**Legislative Fiscal Analyst**

# Deputy Director for Budget Review



## Reports To

Director, Legislative Research Commission



## Supervises

Assistant Budget Director, Budget Reviser, and Legislative Fiscal Analysts



## Job Description

Under the direction of the Director of the LRC, oversee and manage professional staff who draft budget language and documents, review and analyze agency budget activity, and provide research and analysis on budget issues and policy matters.



## Education Requirements

Juris Doctrate, master's degree, or other advanced degree in business, accounting, finance, public policy, education, English, or a related/relevant field; advanced degrees will be given preference; Certification as a Certified Public Accountant (CPA) or similar specialty that requires additional education beyond the level of a bachelor's degree may be substituted for the advanced degree.



## Experience Requirements

Must have ten years of experience in public policy, legislative management, legal analysis, or a related field, three of which must be in a supervisory capacity. Advanced knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Verbal and written communications skills adequate to communicate effectively and impartially with others involved in the legislative process.
- Ability to develop detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Appropriate level of subject matter research skills, and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work under pressure and meet specific deadlines.

# Deputy Director for Budget Review



## Job Duties

- Ability to assign, instruct, develop, supervise, and manage professional, technical, and staff support employees, and to evaluate effectively their performance.
- Manage professionals and staff who provide a variety of budget and analytic services for legislators, legislative staff, and legislative committees and commissions.
- Manage communications with legislators, legislative staff, executive branch budget personnel, public and private representatives, and members of the public.
- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of all budget subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work under pressure and meet specific deadlines.
- Manage daily activities within the Budget Review Office.
- Gain an overview level of knowledge of the issues within the current budget cycle, and relate that knowledge to the upcoming budget.
- Hire and train staff to develop functionally trained employees.
- Mentor and assist staff in the development of their assignments.
- Provide guidance to all staff regarding their subject matter area.
- Develop and maintain knowledge of potential issues for all areas of the budget.
- Brief legislators, committees, subcommittees, caucus groups, and others on:
  - The current budget.
  - The finances of the Commonwealth.
  - Issues that assist or impede the current budget preparation cycle.
  - Litigation issues.
  - Federal mandates.
  - Local issues that have budgetary impact.
  - Other issues of concern.
- Oversee the preparation of:
  - The Executive Branch Budget.
  - The Judicial Branch Budget.
  - The Legislative Branch Budget.
  - The Transportation Budget.
  - The Two Year Road Plan.
  - The Four Year "Out Year" Road Resolution.
- Interact with the Office of State Budget Director as needed to develop the Budget Bills.
- Manage personnel issues on a daily basis.
- Assist members of the General Assembly in understanding budgetary issues.



## Deputy Director for Budget Review



- Prepare and review budget documents, and assist staff members in same.
- Take direct responsibility for accuracy of the Budget Bill.
- Attend conferences and seminars to keep up to date on current trends and activities in other states.

# Assistant Budget Director



## Reports To

Deputy Director, Budget Review



## Supervises

Budget Revisers and Legislative Fiscal Analysts



## Job Description

Under the direction of the Deputy Director for Budget Review, assist in the direct oversight and management of professional staff who draft budget language and documents, review and analyze agency budget activity, and provide research and analysis on budget issues and policy matters.



## Education Requirements

Juris Doctrate, master's degree, or other advanced degree in business, accounting, finance, public policy, education, English, or a related/relevant field; advanced degrees will be given preference; Certification as a Certified Public Accountant (CPA) or similar specialty that requires additional education beyond the level of a bachelor's degree may be substituted for the advanced degree.



## Experience Requirements

Six years of experience in public policy, legislative management, legal analysis, or a related field, three of which must be in a supervisory capacity.



## Knowledge, Skills & Abilities

- Verbal and written communications skills adequate to communicate effectively and impartially with others involved in the legislative process.
- Ability to develop detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Appropriate level of subject matter research skills, and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work under pressure and meet specific deadlines.

# Assistant Budget Director



## Job Duties

- Ability to assign, instruct, develop, supervise, and manage professional, technical, and staff support employees, and to evaluate effectively their performance.
- Assist and manage professionals and staff who provide a variety of budget and analytic services for legislators, legislative staff, and legislative committees and commissions.
- Manage communications with legislators, legislative staff, executive branch budget personnel, public and private representatives, and members of the public.
- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of all budget subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work under pressure and meet specific deadlines.
- Manage daily activities within the Budget Review Office.
- Gain an overview level of knowledge of the issues within the current budget cycle, and relate that knowledge to the upcoming budget.
- Hire and train staff to develop functionally trained employees.
- Mentor and assist staff in the development of their assignments.
- Provide guidance to all staff regarding their subject matter area.
- Develop and maintain knowledge of potential issues for all areas of the budget.
- Assist with briefings of legislators, committees, subcommittees, caucus groups, and others on:
  - The current budget.
  - The finances of the Commonwealth.
  - Issues that assist or impede the current budget preparation cycle.
  - Litigation issues.
  - Federal mandates.
  - Local issues that have budgetary impact.
  - Other issues of concern.
- Oversee the preparation of:
  - The Executive Branch Budget.
  - The Judicial Branch Budget.
  - The Legislative Branch Budget.
  - The Transportation Budget.
  - The Two Year Road Plan.
  - The Four Year "Out Year" Road Resolution.
    - Interact with the Office of State Budget Director as needed to develop the Budget Bills.

## Assistant Budget Director



- Manage personnel issues on a daily basis.
- Assist members of the General Assembly in understanding budgetary issues.
- Prepare and review budget documents, and assist staff members in same.
- Take direct responsibility for accuracy of the Budget Bill.
- Attend conferences and seminars to keep up to date on current trends and activities in other states.
- Function as a proxy for office leadership when needed.

# Budget Reviser



## Reports To

Deputy Director, Budget Review and Assistant Budget Director



## Supervises

None



## Job Description

Under the direction of the Deputy Director and Assistant Budget Director, the budget reviser develops an expert level of knowledge in drafting budget and/or appropriations-related legislation, amendments, summaries, and conference committee reports.



## Education Requirements

Bachelor's degree in business, finance, public policy, education, or a related/relevant field. Other combinations of education and experience may be considered if uniquely related to this position. Budgeting and legislative drafting/analysis may be considered as a substitute for education or experience on a case by case basis.



## Experience Requirements

Two years of experience in budgeting, accounting, business, public policy, education, statistics, auditing, legislative activities, or a related field.



## Knowledge, Skills & Abilities

- Verbal and written communications skills adequate to communicate effectively and impartially with others involved in the legislative process.
- Ability to develop detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Appropriate level of subject matter research skills, and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work under pressure and meet specific deadlines.



## Job Duties

- Monitors the progress of relevant legislation throughout the legislative process; Performs legal research; Tracks pending budget-related litigation; Provides counsel to fiscal analysts and legislators about proposed legislation; Facilitates communication between leadership staff and budget staff; Responds to questions and requests for information from legislators; Assists in the engrossing and codification processes; Maintains official records; trains budget staff in the drafting of budget language and revises their work.
- Interact with the Office of State Budget Director to compile and process biennial budget instructions and the biennial budget bills and their summaries for the Executive Branch and the Transportation Cabinet, as well as the Biennial Highway Construction Plan and the Highway Preconstruction Program Plan
- Interact with the Director's Office of the Legislative Research Commission to compile and process the biennial budget bill and summary for the Legislative Branch
- Interact with the Chief Justice to compile and process the biennial budget bill and summary for the Judicial Branch
- Draft and process other appropriations-related bills and summaries; revise language and amendments prepared by budget staff
- Prepare comparison documents for use in the decision-making process.
- Review budget bills for accuracy and presentation.
- Develop expertise in the functional structure of state agencies.
- Develop a detailed understanding of the fiscal structure of state agencies.
- Maintain expert knowledge of and serve as administrator for budget, bill parts, and budget comparison software.
- Maintain expert knowledge of bill drafting software.
- Assist in the engrossing and codification processes.
- Mentor and train budget staff in the development of their assignments.
- Assist members of the General Assembly in understanding budgetary issues.
- Facilitate communication between legislators/leadership staff and budget staff.
- Maintain official records.
- Attend conferences and seminars to keep up to date on current trends and activities in other states.
- Assist statutory committee staff with budget needs of their assigned area.
- Other duties as assigned



## Stratification

**Level I** Becomes familiar and functional with statutory and budget language. With supervision performs assigned tasks. (Entry)

# Budget Reviser



**Level II** Intermediate - Knows statutory and budget construction, and evaluates budget language for compliance. Under supervision, performs work that is technical and detailed. (Intermediate)

**Level III** Applies broad knowledge of budgetary language to agency actions, to evaluate compliance with law and budget directions. Able to work with minimal supervision, and recognizes unusual situations that require consultation with supervisor. Work load is broad and complex, requiring application of detailed knowledge. (Senior)

**Level IV** Possesses comprehensive knowledge of statutory construction and budgetary language issues, and undertakes increasingly complex assignments. Independently reviews budget submissions from analysts, and recommends changes as needed. Operates with substantial latitude within areas of knowledge. (Lead)

**Level V** Demonstrates well developed leadership qualities within broadening areas of assignment. Assists analysts in understanding both budget language and statutory issues. Takes leadership roles in assignment areas, and may act in liaison capacity for the office. Has considerable capacity for unreviewed activities. (Specialist)

**Level VI** Possesses and applies advanced knowledge of budgetary language and how it is implemented throughout statutes. Has received recognition for original contribution or advanced leadership roles. Conducts budget research for complex tasks, and supplies technical assistance and leadership through mentoring and consultation with professional co-workers. May function as a proxy for office leadership when needed. (Consultant)

# Legislative Fiscal Analyst



## Reports To

Deputy Director, Budget Review and Assistant Budget Director



## Supervises

None



## Job Description

Under the direction of the Deputy Director and/or Assistant Budget Director, develop an expert level of knowledge in the assigned subject agency or jurisdiction, provide detailed analysis of the budget and fiscal activities of the agency, and staff budget subcommittees as required by assignment areas.



## Education Requirements

Bachelor's degree in business, finance, public policy, or a related/relevant field. Other combinations of education and experience may be considered if uniquely related to this position. Budgeting and legislative drafting/analysis may be considered as a substitute for education or experience on a case by case basis.



## Experience Requirements

Must have two years of experience in budgeting, business, public policy, statistics, auditing, legislative activities, or a related field.



## Knowledge, Skills & Abilities

- Verbal and written communications skills adequate to communicate effectively and impartially with others involved in the legislative process.
- Ability to develop detailed knowledge of assigned subject matter and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Appropriate level of subject matter research skills, and ability to prepare succinct written analysis of complex projects and issues.
- The ability to work under pressure and meet specific deadlines.





## Job Duties

- Provide analysis as requested to legislators, analyze legislation; Prepare fiscal notes on the impact of proposed legislation; Work with counterparts in the executive branch to adequately monitor spending as directed by the biennial budget bill; Provide assistance to special groups, committees, and task forces.
- Within the assigned subject matter area, interact with agency staff and Office of State Budget Director counterpart to gain practical knowledge of assignment.
- Develop expertise in the functional structure of assigned agency or agencies.
- Develop a detailed understanding of the fiscal structure of assigned agency or agencies.
- Learn the nuances of the assigned agency, to understand functional and budgeting issues specific to the agency.
- Develop an expert understanding of the interaction between divisions of the agency, and other agencies or branches of state government.
- Analyze and prepare Fiscal Notes on proposed legislation.
- Analyze biennial budget requests from agencies and update legislators on important budgetary issues.
- Review expenditures/revenues to determine future issues and problems.
- Review appropriation and allotment modifications and report appropriations increases to interim committees.
- Utilize state accounting systems to review agency accounting and procurement information.
- Staff subcommittee meetings of the assigned Budget Review (BR) Subcommittee or committees.
- Provide expert assistance to BR Subcommittee chair and members, and provide info to legislators upon request.
- Edit and approve minutes from BR Subcommittee meetings.
- Assist members of the General Assembly in understanding budgetary issues.
- Prepare and review budget documents, and assist other staff members in same.
- Take direct responsibility for accuracy of the assigned portions of the Budget Bill.
- Assist in the review of the entire Budget Bill for accuracy and presentation.
- Assist statutory committee staff with budget needs of their assigned area, upon request.
- Other duties as assigned.

## Stratification



**Level I** Becomes familiar and functional with budgetary processes and fiscal knowledge. With supervision performs assigned tasks. (Entry)

**Level II** Knows fiscal and budgetary policy, and evaluates agency submissions for compliance. Under supervision, performs work that is technical and detailed. (Intermediate)

# Legislative Fiscal Analyst



**Level III** Applies broad knowledge of fiscal and budgetary policy to agency actions, to evaluate compliance with law and budget directions. Able to work with minimal supervision, and recognizes unusual situations that require consultation with supervisor. Assignments are broad and complex, requiring application of detailed knowledge. (Senior)

**Level IV** Possesses comprehensive knowledge of fiscal issues and budgetary policy, and undertakes increasingly complex assignments. Plans, conducts, and supervises assignments, and recommends changes as needed. Operates with substantial latitude within areas of knowledge. (Lead)

**Level V** Undertakes increasingly significant assignments, demonstrates well developed leadership qualities within broadening areas of assignment. Takes leadership roles in assignment areas, and may act in liaison capacity for the office. Has considerable capacity for unreviewed activities. (Specialist)

**Level VI** Undertakes and provides leadership for projects of major complexity. Has received recognition for original contribution or advanced leadership roles. Conducts research for complex tasks, and supplies technical assistance and leadership through mentoring and consultation with professional co-workers. May function as a proxy for office leadership when needed. (Consultant)

# Research



**Deputy Director for Research**

**Research Editor**

**Citations Manager**

**Citations Specialist**

**Constituent Services Manager**

**Constituent Services Analyst**

**Head Legislative Librarian**

**Legislative Librarian**

**Printing and Publications Officer**

**Graphic Designer**

**Digital Press Operator**

**Offset Press Operator**

**Offset Press Envelope Operator**

**Print Shop Assistant**

**Legislative Record Compiler**

# Deputy Director for Research



## Reports To

Director, Legislative Research Commission



## Supervises

Citations Manager, Constituent Services Manager, Legislative Record Compiler, Head Legislative Librarian, Printing and Publications Officer and Research Editor.



## Job Description

Under the direction of the LRC director, manage professional research and related public policy, Publication and Constituent Services.



## Education Requirements

Bachelor's degree in English, journalism, or related field.



## Experience Requirements

Ten years of experience in editing of research and technical writing, including at least 3 years in a supervisory role.



## Knowledge, Skills & Abilities

- Understand academic and policy research standards.
- Understand the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Be able to explain the agency research process and standards to various audiences.
- Be proficient in the Microsoft Office suite of software.
- Excellent verbal and written communication skills.
- Successful experience developing budgets.
- Administrative experience developing and implementing agency mission and goals.
- Ability to lead in a responsible, respectful manner to ensure a healthy, productive agency.
- Ability to work independently and in a team environment.
- Ability to work under pressure and meet specific deadlines.
- Ability to work past the usual 7.5 hour work day as needed.

# Deputy Director for Research



- Positive attitude and strong work ethic.



## Job Duties

- Support the work of the Director to advance the mission of the agency.
- Coordinate the research efforts of nonpartisan staff as assigned by legislative or jurisdictional committee action or as requested by individual legislators.
- Work with writers to focus on research goals and to present information accurately and clearly.
- Review legislation calling for staff studies, creation of task forces, or hiring of outside consultants to conduct studies on behalf of agency.
- Coordinate process to write, issue, and review Requests for Proposals as needed for outside consultants to conduct research, and to make recommendations on selection.
- Coordinate and present staff training on research methods, writing, and grammar.
- Manage development, review, and revision of agency reports, manuals, educational materials, and other publications as needed.
- Format complex agency publications for printing using Microsoft Word.
- Manage agency identity through publication design and editorial standards.
- Manage printing and distribution of agency printed materials.
- Supervise research survey process.
- Develop and implement agency research writing style standards.
- Coordinate the Graduate Fellows Program for Kentucky graduate students and agency committees.
- Supervise the Legislative Library, Citations department, Constituent Services, Research Editor, and the Printing and Publications Office to ensure services are provided efficiently and accurately.
- Oversee the Employee Suggestion Program.
- Coordinate the amendment summary editor and engrossing functions during legislative sessions.

# Research Editor



## Reports To

Deputy Director, Research



## Supervises

None



## Job Description

Under direction of the Deputy Director of Research, provide editorial review of technical writings and reports, professional publications, government documents, or academic studies.



## Education Requirements

Bachelor's degree in English, journalism, Public Policy, or a related field.



## Experience Requirements

Must have three years of experience in editing of research and technical writing; or other applicable experience.



## Knowledge, Skills & Abilities

- Demonstrated understanding of the principles, terminology, procedures, and best practices of communications, public relations, and editorial content.
- Demonstrated experience editing manuscripts for form, content, style, and organization.
- Excellent understanding of authoritative style manuals.
- Demonstrated ability to collaborate and advise staff on effective writing, publication, and information-giving techniques to reach target audience.
- Exceptional attention to detail and thorough command of editorial and proofreading skills.
- Demonstrated ability to critique and communicate effectively and professionally with writers of all abilities.
- Excellent experience with Microsoft Office suite products.
- Excellent organizational and interpersonal skills.
- Possess a basic knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to work under pressure and meet specific deadlines.



- Ability to work extended and unpredictable hours as needed.

## Job Duties



- Assist patrons and staff with reference and research inquiries by searching shelves, files and electronic resources.
- Maintain records/database of legislative members and historical events.
- Communicate effectively and promptly to respond to inquiries from staff, legislators, and the general public.
- Develop approaches for complex searches for library research.
- Teach classes, lead tours and give demonstrations of library resources.
- Evaluate the effectiveness of electronic and manual resource tools.
- Assist in analyzing the technical and access needs of the library system.
- Maintain and archive legislative documents for historical preservation by statutory requirement.
- Remain current with evolving information systems and technology.

## Stratification



**Level I** Becomes familiar with the legislative process, services provided by nonpartisan staff, and the interaction between legislators, partisan and nonpartisan staff, lobbyists, and the general public. Begins training with senior library staff on its practices and policies. (Entry)

**Level II** Having completed all training at the entry level, has learned the fundamentals of the agency's library practices and policies. Has a working knowledge of the legislative process. Works with senior staff to select library materials and information resources, including collection management and preservation. Catalogs the library's collections. (Intermediate)

**Level III** Possess an excellent knowledge of reference, cataloging, circulations, acquisitions, and inter-library loan processes. Participates in the evaluation, modification, and development of online databases and other digital resources. Works with senior staff to develop and present training on effective research protocols. (Senior)

**Level IV** Displays an exceptionally high level of professional development and accomplishment. Possesses an advanced knowledge of the legislative process. Works with little supervision to perform advanced library functions to service patrons. (Lead)

**Level V** Demonstrates success in independently performing complex job functions such as reviewing collections and developing policies for library operations. Initiates analysis of the technical and access needs of the library system. (Specialist)

## Research Editor



**Level VI** Demonstrates the ability to apply expert knowledge and substantial experience in selecting, acquiring, preserving, and providing access to scholarly resources. Exercises a high level of initiative, sound judgment, and leadership. Serves as a resource for bill drafters and research staff to identify topical materials. Mentors junior library staff. (Consultant)





# Citations Manager



## Reports To

Deputy Director, Research



## Supervises

Citations Specialists



## Job Description

Under the direction of the Deputy Director for Research, create legislative recognition citations for various individuals and groups.



## Education Requirements

Bachelor's degree in English, journalism, or related field.



## Experience Requirements

Must have two years of experience in technical, creative, or business writing.



## Knowledge, Skills & Abilities

- Excellent written and verbal skills.
- Excellent organizational and interpersonal skills.
- Ability to work under pressure and meet specific deadlines.
- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Maintain staff by interviewing, selecting, orienting, and training employees.
- Maintain a safe, secure, and legal work environment.
- Accomplish staff results by communicating job expectations and plans; monitoring and appraising job results; and providing coaching, counseling, and disciplinary measures.
- Maintain quality service by enforcing quality standards; analyzing and resolving quality and customer service problems; identifying trends; and recommending system improvements.
- Communicate effectively with staff and legislators about citations request process.
- Conduct research using a wide variety of print, electronic, and personal resources.
- Work with large data files to create and proof, log, cross-reference, and track personalized citations.
- Assign and manage requests from 138 legislators.
- Write citations that will involve appropriate tone and language for the occasion.
- Edit and review citations for accurate details.
- Conduct training for citations staff and other staff on procedures and writing styles.

# Citations Specialist



## Reports To

Citations Manager



## Supervises

None



## Job Description

Under the direction of the Citations Manager, creates legislative recognition citations for various individuals and groups.



## Education Requirements

Bachelor's degree in English, journalism, or related field.



## Experience Requirements

Must have one year of experience in technical, creative, or business writing.



## Knowledge, Skills & Abilities

- Excellent written and verbal skills.
- Excellent organizational and interpersonal skills.
- Ability to work under pressure and meet specific deadlines.
- Ability to manage multiple assignments while being detail oriented and flexible
- Ability to establish and maintain effective working relationships with management, staff, legislators, and the general public.
- Possess excellent computer skills to include Microsoft Office.
- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended and flexible hours as needed.



## Job Duties

- Communicate effectively with staff and legislators about citations request process.
- Conduct research using a wide variety of print, electronic, and personal resources.
- Work with large data files to create and proof, log, cross-reference, and track personalized citations.
- Write citations that will involve appropriate tone and language for the occasion.
- Communicate to the Citations Manager progress of assignments to assure completion of deadlines.



## Stratification

**Level I** Become familiar with the legislative process, the writing style of legislative citations, and the services provided by nonpartisan staff and the interaction between staff and legislators. Begin training under immediate supervision to create basic citations. (Entry)

**Level II** Having completed all required training at the entry level, has learned the fundamentals of citations style and format. Writes citations of increasing complexity and volume. Under supervision, begins assisting with the review and editing of citations. (Intermediate)

**Level III** Has excellent knowledge of the legislative and citations processes. Creates more complex citations using more in-depth research. Begins mentoring entry-level staff. (Lead)

**Level IV** With advanced experience and knowledge, begins to work independently to provide editing and review direction to junior staff. (Specialist)

**Level V** With minimal supervision, completes assignments; conducts training for entry-level technical writers. (Consultant)

**Level VI** Working independently, completes assignments. Plans and conducts training for agency staff and legislative assistants on the citations process.

# Constituent Services Manager



## Reports To

Deputy Director, Research



## Supervises

Constituent Services Analysts



## Job Description

Under the direction of the Deputy Director for Research, manage a professional staff that responds to requests by legislators to help constituents resolve a wide variety of sensitive issues.



## Education Requirements

Bachelor's degree in public policy, social work or related field.



## Experience Requirements

Must have five years of experience in Constituent Services, social work, customer service, or applicable field with at least one year as a supervisor.



## Knowledge, Skills & Abilities

- Excellent organizational and interpersonal skills.
- Excellent written and communication skills.
- Creative problem-solving skills.
- Ability to work under pressure.
- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.
- Possess a basic knowledge of the legislative process.
- Possess a working knowledge of local, state, and federal public agencies.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.

# Constituent Services Manager



- Ability to work extended hours as needed.



## Job Duties

- Respond to legislator requests in a prompt and timely manner.
- Resolve constituent services requests on behalf of legislators.
- Maintain staff by interviewing, selecting, orienting, and training employees.
- Maintain a safe, secure, and legal work environment.
- Accomplish staff results by communicating job expectations and plans; monitoring and appraising job results; and providing coaching, counseling, and disciplinary measures.
- Maintain quality service by enforcing quality standards; analyzing and resolving quality and customer service problems; identifying trends; and recommending system improvements.
- Serve as a facilitator between constituents and local, state, regional, and federal agencies on behalf of legislative members.
- Communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Communicate effectively with constituents and legislators about what services can be performed by the LRC Office of Constituent Services.
- Continually manage active cases to ensure that they are handled in a responsive manner.
- Work within the framework of ethics laws to provide legislative constituent services.
- Work with large data files to create, log, cross-reference, and track cases.
- Manage internal and external resources and referrals for service.
- Provide training to legislators and staff regarding constituent services process.
- Provide all duties of a Constituent Services Analyst as needed.

# Constituent Services Analyst



## Reports To

Constituent Services Manager



## Supervises

None



## Job Description

Responds to requests by legislators to help constituents resolve a wide variety of sensitive issues.



## Education Requirements

Bachelor's degree in public policy, social work or related field.



## Experience Requirements

Must have one year of experience in Constituent Services, social work, customer service, or applicable field.



## Knowledge, Skills & Abilities

- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Creative problem-solving skills.
- Ability to work under pressure.
- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.
- Possess a basic knowledge of the legislative process.
- Possess a working knowledge of local, state, and federal public agencies.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.

# Constituent Services Analyst



- Ability to work extended hours as needed.



## Job Duties

- Work assigned cases referred by legislators.
- Contact constituents for information in a timely fashion.
- Contact agencies, committee staff, and other outside institutions for assistance or information.
- Work with large data files to create, log, cross-reference and track cases.
- Use problem solving skills to effectively approach difficult issues.
- Develop local, state, and federal contacts.
- Communicate effectively with constituents, legislators, and agency contacts.
- Possess empathetic interpersonal skills required for phone and in person communications.
- Effectively communicate complex and sensitive details through written and verbal communications.
- Work within framework of ethics laws to provide legislative constituent services.
- Research local, state, and federal laws.
- Maintain a daily knowledge of current events.
- Have proficient knowledge of Microsoft Office Applications.
- Assist in maintaining an updated computer database of contacts.
- Assist other staff as needed in maintaining continuity of services.



## Stratification

**Level I** Becomes familiar with the legislative process, services provided by nonpartisan staff, and the interaction between legislator, nonpartisan staff, partisan staff, lobbyists, and constituents. Begins required training on Constituent Assistance System. (Entry)

**Level II** Having completed all training at the entry level, has a proficient knowledge of the Constituent Assistance System. Has a working knowledge of the legislative process. Has developed a working knowledge of local, state, and federal agencies. (Intermediate)

**Level III** Possesses advanced knowledge of the legislative process and excellent knowledge of local, state, and federal agencies. Works, with supervision, more complex cases. Has an excellent knowledge of the Microsoft Office Suite applications. (Senior)

**Level IV** Works with decreasing supervision on cases of increasing complexity and number. Works with a team to plan training for entry-level staff. (Lead)

**Level V** Works with minimal supervision on cases of increasing complexity and number. Works with a team to plan and present training to agency staff and legislators on the constituent service process. (Specialist)



# Constituent Services Analyst



**Level VI** Works in a self-directed manner on cases of the most complex nature. Assists the Constituent Services Manager with assigning and tracking cases. Plans and presents training for Constituent Services staff. Plans and presents training for agency staff and legislators. (Consultant)

# Head Legislative Librarian



## Reports To

Deputy Director, Research



## Supervises

Legislative Librarians



## Job Description

Under the direction of the Deputy Director for Research, supervise professional library staff that provides research and legislative history assistance to members of the General Assembly, staff, and general public.



## Education Requirements

Master's degree in library science.



## Experience Requirements

Must have five years of experience in a public, academic, government, or other special library with two years as a supervisor.



## Knowledge, Skills & Abilities

- Excellent knowledge of reference, cataloging, circulation, acquisitions, and inter-library loan processes excellent organizational and interpersonal skills.
- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet specific deadlines.
- Ability to establish and maintain effective working relationships with management, staff, legislators, and the general public.
- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

# Head Legislative Librarian



## Job Duties

- Direct and provide professional library services to legislators, legislative staff, and the general public.
- Maintain staff by interviewing, selecting, orienting, and training employees.
- Assist patrons and staff with reference and research inquiries by searching shelves, files and electronic resources.
- Maintain records/database of legislative members and historical events.
- Communicate effectively and promptly to respond to inquiries from staff, legislators, and the general public.
- Develop approaches for complex searches for library research.
- Teach classes, lead tours and give demonstrations of library resources.
- Conduct reviews and evaluations of resources available to keep materials and collections current and relevant, and make recommendations for materials.
- Maintain and archive legislative documents for historical preservation by statutory requirement.
- Assist in analyzing the technical and access needs of the library system.
- Remain current with evolving information systems and technology.

# Legislative Librarian



## Reports To

Head Legislative Librarian



## Supervises

None



## Job Description

Provides research and legislative history assistance to members of the General Assembly, staff, and general public.



## Education Requirements

Bachelor's degree in library science.



## Experience Requirements

Must have one year of related experience in a public, academic, government, or other special library; a master's degree in library science may substitute for one year of related experience.



## Knowledge, Skills & Abilities

- Working knowledge of reference, cataloging, circulation, acquisitions, and inter-library loan processes.
- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet specific deadlines.
- Ability to establish and maintain effective working relationships with management, staff, legislators, and the general public.
- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Assist patrons and staff with reference and research inquiries by searching shelves, files and electronic resources.
- Maintain records/database of legislative members and historical events.
- Communicate effectively and promptly to respond to inquiries from staff, legislators, and the general public.
- Develop approaches for complex searches for library research.
- Teach classes, lead tours and give demonstrations of library resources.
- Evaluate the effectiveness of electronic and manual resource tools
- Assist in analyzing the technical and access needs of the library system.
- Maintain and archive legislative documents for historical preservation by statutory requirement.
- Remain current with evolving information systems and technology.



## Stratification

**Level I** Becomes familiar with the legislative process, services provided by nonpartisan staff, and the interaction between legislators, partisan and nonpartisan staff, lobbyists, and the general public. Begins training with senior library staff on its practices and policies. (Entry)

**Level II** Having completed all training at the entry level, has learned the fundamentals of the agency's library practices and policies. Has a working knowledge of the legislative process. Works with senior staff to select library materials and information resources, including collection management and preservation. Catalogs the library's collections. (Intermediate)

**Level III** Possess an excellent knowledge of reference, cataloging, circulations, acquisitions, and inter-library loan processes. Participates in the evaluation, modification, and development of online databases and other digital resources. Works with senior staff to develop and present training on effective research protocols. (Senior)

**Level IV** Displays an exceptionally high level of professional development and accomplishment. Possesses an advanced knowledge of the legislative process. Works with little supervision to perform advanced library functions to service patrons. (Lead)

**Level V** Demonstrates success in independently performing complex job functions such as reviewing collections and developing policies for library operations. Initiates analysis of the technical and access needs of the library system. (Specialist)

**Level VI** Demonstrates the ability to apply expert knowledge and substantial experience in selecting, acquiring, preserving, and providing access to scholarly resources. Exercises a high

## Legislative Librarian



level of initiative, sound judgment, and leadership. Serves as a resource for bill drafters and research staff to identify topical materials. Mentors junior library staff. (Consultant)

# Printing and Publications Officer



## Reports To

Deputy Director, Research



## Supervises

Digital Press Operators, Offset Press Envelope Operator, Print Shop Assistants and Graphic Designers.



## Job Description

Under the direction of the Deputy Director of Research, oversee, plan, and direct the operations of a full-service, in-house digital color and offset printing facility: design, setup, printing, finishing, and delivery.



## Education Requirements

High School diploma or GED equivalency.



## Experience Requirements

Must have five years' experience with full-service digital color printing systems and offset printing operations including at least 3 years as a supervisor.



## Knowledge, Skills & Abilities

- Strong business and cost-management experience.
- Strong mathematical skills.
- Excellent organizational, interpersonal, and leadership skills.
- Ability to work under pressure and meet specific deadlines.
- Knowledge of papers, inks, and other supplies used in digital and offset printing.
- Knowledge of the methods and practices used to calculate printing costs.
- Creative problem-solving skills.
- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, vendors, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.

# Printing and Publications Officer



- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to lift boxes of paper/product.
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Maintain staff by interviewing, selecting, orienting, and training employees.
- Maintain a safe, secure, and legal work environment.
- Accomplish staff results by communicating job expectations and plans; monitoring and appraising job results; and providing coaching, counseling, and disciplinary measures.
- Maintain quality service by enforcing quality standards; analyzing and resolving quality and customer service problems; identifying trends; and recommending system improvements.
- Prepare cost estimates.
- Establish and coordinate methods and procedures for economical and efficient production.
- Confer with agency/department staff on materials to be printed and the priorities and time limits involved; prepare work schedules accordingly.
- Work with outside vendors to evaluate, select, and negotiate stock and equipment to provide the most economical services and the highest level of quality.
- Work with outside vendors to evaluate, select, and negotiate necessary printing and finishing options for jobs beyond the abilities of the in-house facility to provide the most economical services and the highest level of quality.
- Determine the kind, amount, and location of equipment; requisition supplies, repair parts, and replacement of additional equipment.
- Maintain stock and raw materials to complete production workload.
- Serve as liaison between staff, legislators, vendors, the general public, and the LRC Director's office to explain policies and procedures regarding printing.



# Graphic Designer



## Reports To

Printing and Publications Officer



## Supervises

None



## Job Description

Provides layout and design for full-service, in-house offset printing and digital color facility that includes design, setup, printing, finishing, and delivery.



## Education Requirements

Associate degree in art, publication design, graphics, or related field.



## Experience Requirements

Must have two years of design experience in a professional publication design, typesetting or other field



## Knowledge, Skills & Abilities

- Ability to work under pressure and meet specific deadlines.
- Demonstrated understanding of graphic design and layout principles.
- Ability to present portfolio that reflects creative work.
- Ability to identify and solve basic design problems.
- Ability to translate established design concepts/themes into finished pieces.
- Ability to work with project managers to understand the objectives, tone and target audience of the project.
- Demonstrated understanding of job-required software applications and mediums.
- Strong organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficient using Microsoft Office and Adobe Creative Suite.
- Ability to work in a team environment.
- Ability to manage multiple assignments while being detail oriented and flexible.

# Graphic Designer



- Ability to perform duties in an expedient and professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended and flexible hours as needed.

## Job Duties



- Develop a variety of communication pieces for printing, presentation, and publication, including banners, booklets, brochures, cards, certificates, charts, covers, forms, envelopes, floor plans, invitations, labels, logos, maps, name tents, posters, resolutions, signs, stationeries, tags.
- Compile illustrations, photos, and pictures for graphic design assignments.
- Use job-required software applications and mediums to develop and design materials according to defined requirements.

## Stratification



**Level I** Becomes familiar with the legislative process, the services provided by nonpartisan staff, and the interaction between staff and legislators. Becomes familiar with the agency graphic style standards. Begins training under immediate supervision learn the processes, practices, and procedures of the agency printing office. Performs basic graphic design with limited scope/complexity. (Entry)

**Level II** Having completed all required training at the entry level, has learned the fundamentals of the agency printing process. Has developed a working knowledge of the legislative process. Exhibits proficient knowledge of papers, inks, and other supplies used in offset printing. Within the guidelines of the agency graphic design standards works on projects of increasing complexity and scope. (Intermediate)

**Level III** Demonstrates the ability to adapt to changing priorities, deadline, and customer needs. Has developed excellent knowledge of Microsoft Office Suite and Adobe Creative Suite applications. Possess an advanced knowledge of the legislative process. Under full creative direction, takes responsibility for projects from concept through delivery. Works closely with project manager and design team to complete projects using pre-establish specifications. (Senior)

**Level IV** Demonstrates advanced knowledge of graphic design and layout principles. Under general creative direction, takes responsibility for projects from concept through delivery. Produces complex illustrations, graphics, images, and photos for design assignments. Inspects proofs for accuracy and adherence to appropriate production standards. Creates content specification and design guidelines. (Lead)

# Graphic Designer



**Level V** Demonstrates successful experience leading and training other design staff. Performs complex designs across a variety of platforms using job-required software applications and in-depth knowledge of practices and principles of visual communications. Works independently to perform duties of increasingly broader scope. Serves as project leader. (Specialist)

**Level VI** Demonstrates the ability to work independently to manage complex, highly creative projects. Plays an active role in planning and advising clients to produce creative work within time and cost constraints. Provides creative vision, direction, and design for simple and complex projects. (Consultant)

# Digital Press Operator



## Reports To

Printing and Publications Officer



## Supervises

None



## Job Description

Operates digital press in a full-service, in-house digital color and offset printing facility that includes design, setup, printing, finishing, and delivery.



## Education Requirements

High School diploma or GED.



## Experience Requirements

Must have two years of experience with full-service industrial digital color printing systems.



## Knowledge, Skills & Abilities

- Ability to work under pressure and meet specific deadlines.
- Ability to sustain safe working environment.
- Knowledge of papers, inks, and other supplies used in digital printing.
- Possess basic computer skills.
- Possess basic knowledge of free flow make ready.
- Ability to lift up to 50-pound boxes of paper/product.
- Ability to stand for long periods of time.
- Ability to work in a team environment.
- Possess creative problem-solving skills.
- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, vendors, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.

# Digital Press Operator



- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Program and operate Xerox Nuvera digital presses.
- Install operator replacement parts.
- Operate industrial-grade double head stitcher.
- Operate industrial-grade paper knife for various applications.
- Operate offline perfect binder.
- Mount posters and presentation checks to foam board.
- Pack, label, and ship hardbound publications.
- Assist with high-volume folding machines.
- Inspect quality and accuracy of printed material.

## Stratification



**Level I** Become familiar with fundamental concepts, practices, and procedures. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply fundamental concepts, practices and procedures. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices, and procedures. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature. (Senior)

**Level IV** Possess and apply comprehensive knowledge of principles, practices, and procedures. Recommend changes in procedures and best practices. (Lead)

**Level V** Possess and apply comprehensive knowledge of principles, practices, and procedures. Have well-developed leadership qualities and cross-operate. Plan and manage complex projects when needed. (Specialist)

**Level VI** Possess and apply advanced knowledge of principles, practices, and procedures. Plan, conduct, and direct complex projects as requested. May be called upon to represent the agency and participate in long-term planning initiatives. (Consultant)

# Offset Press Operator



## Reports To



Printing and Publications Officer

## Supervises



None

## Job Description



Operates offset press in a full-service, in-house offset printing and digital color facility that includes design, setup, printing, finishing, and delivery.

## Education Requirements



High School diploma or GED.

## Experience Requirements



Must have two years of experience with full-service industrial-grade offset color printing systems.

## Knowledge, Skills & Abilities



- Ability to work under pressure and meet specific deadlines.
- Ability to sustain safe working environment.
- Knowledge of papers, inks, and other supplies used in offset printing.
- Possess basic computer skills.
- Possess basic math skills.
- Know correct ratio and prepare chemical solutions for plate maker operation.
- Know correct ratio and prepare fountain solutions for presses.
- Knowledge of industrial paper knife and all maintenance to machine.
- Knowledge of SDP-Eco plate maker.
- Ability to lift up to 50-pound boxes of paper/product.
- Ability to stand for long periods of time.
- Ability to work in a team environment.
- Possess creative problem-solving skills.
- Ability to manage multiple assignments while being detail oriented and flexible.

# Offset Press Operator



- Ability to establish and maintain effective working relationships with management, staff, legislators, vendors, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Manipulate image for placement on plate master.
- Coordinate with layout and design staff for plate image correctness, orientation, and size to transfer from design office to plate maker.
- Program and operate Xerox 4112 quick copy press.
- Operate offline perfect binder.
- Submit inventory supplies for plate maker and offset presses to manager for purchase.
- Set up and operate offset presses (2) to produce publication covers, brochures, and letterhead (single and multiple colors.)
- Clean ink from ink rollers and press at completion of job or required color change.

## Stratification



**Level I** Become familiar with fundamental concepts, practices, and procedures. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply fundamental concepts, practices and procedures. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices, and procedures. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature. (Senior)

**Level IV** Possess and apply comprehensive knowledge of principles, practices, and procedures. Recommend changes in procedures and best practices. (Lead)

**Level V** Possess and apply comprehensive knowledge of principles, practices, and procedures. Have well-developed leadership qualities and cross-operate. Plan and manage complex projects when needed. (Specialist)

**Level VI** Possess and apply advanced knowledge of principles, practices, and procedures. Plan, conduct, and direct complex projects as requested. May be called upon to represent the agency and participate in long-term planning initiatives. (Consultant)

# Offset Press Envelope Operator



## **Reports To**

Printing and Publications Officer



## **Supervises**

None



## **Job Description**

Operates offset envelope press in a full-service, in-house offset printing and digital color facility that includes design, setup, printing, finishing, and delivery.



## **Education Requirements**

High School diploma or GED.



## **Experience Requirements**

Must have two years of experience with full-service industrial-grade offset color printing systems.



## **Knowledge, Skills & Abilities**

- Ability to work under pressure and meet specific deadlines.
- Ability to sustain safe working environment.
- Knowledge of papers, inks, and other supplies used in offset printing.
- Possess basic computer skills.
- Possess basic math skills.
- Know correct ratio and prepare chemical solutions for plate maker operation.
- Know correct ratio and prepare fountain solutions for presses.
- Knowledge of industrial paper knife and all maintenance to machine.
- Know correct placement of information to be accepted by post office.
- Knowledge of SDP-Eco plate maker.
- Ability to lift up to 50-pound boxes of paper/product.
- Ability to stand for long periods of time.
- Ability to work in a team environment.
- Possess creative problem-solving skills.



# Offset Press Envelope Operator



- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, vendors, and the general public.
- Possess a positive attitude and strong work ethic.
- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Manipulate image for placement on plate master.
- Coordinate with layout and design staff for plate image correctness, orientation, and size to transfer from design office to plate maker.
- Program and operate Xerox 4112 quick copy press.
- Program and operate high-volume folding machine.
- Operate offline perfect binder.
- Submit inventory supplies for plate maker and offset presses to manager for purchase.
- Set up and operate offset envelope press to produce various sizes of envelopes (single and multiple colors).
- Clean ink from ink rollers and press at completion of job or required color change.



## Stratification

**Level I** Become familiar with fundamental concepts, practices, and procedures. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply fundamental concepts, practices and procedures. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices, and procedures. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature. (Senior)

**Level IV** Possess and apply comprehensive knowledge of principles, practices, and procedures. Recommend changes in procedures and best practices. (Lead)

**Level V** Possess and apply comprehensive knowledge of principles, practices, and procedures. Have well-developed leadership qualities and cross-operate. Plan and manage complex projects when needed. (Specialist)

# Offset Press Envelope Operator



**Level VI** Possess and apply advanced knowledge of principles, practices, and procedures. Plan, conduct, and direct complex projects as requested. May be called upon to represent the agency and participate in long-term planning initiatives. (Consultant)

# Print Shop Assistant



## Reports To

Printing and Publications Officer



## Supervises

None



## Job Description

Assists in day-to-day operation of full-service, in-house offset printing and digital color facility that includes design, setup, printing, finishing, and delivery.



## Education Requirements

High School diploma or GED.



## Experience Requirements

Must have three years of experience with full-service industrial-grade offset color printing systems.



## Knowledge, Skills & Abilities

- Ability to work under pressure and meet specific deadlines.
- Ability to sustain safe working environment.
- Knowledge of papers, inks, and other supplies used in offset printing.
- Possess basic computer skills.
- Possess basic math skills.
- Ability to replace operator replacement parts on digital presses.
- Ability to lift up to 50-pound boxes of paper/product.
- Ability to stand for long periods of time.
- Ability to work in a team environment.
- Possess creative problem-solving skills.
- Ability to manage multiple assignments while being detail oriented and flexible.
- Ability to establish and maintain effective working relationships with management, staff, legislators, vendors, and the general public.
- Possess a positive attitude and strong work ethic.

# Print Shop Assistant



- Ability to perform the duties in an expedient, professional manner.
- Possess a working knowledge of the legislative process.
- Understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work past the usual 7.5 hour work day as needed.



## Job Duties

- Assist in ensuring staff are operating equipment accurately and safely at all times.
- Serve as primary operator of free flow make ready.
- Maintain inventory of paper and copier supplies and submit to manager for approval.
- Log and submit black and white meter reads to manager and Xerox.
- Assist remote technicians to solve copier problems before placing a service call.
- Communicate effectively with service technician.
- Perform perfect binder set up, operation, and all maintenance.
- Operate all print shop equipment as needed.
- Communicate with agency staff on job specifications.
- Communicate with manager on daily operations.
- Organize packing and shipping of publications.



## Stratification

**Level I** Become familiar with fundamental concepts, practices, and procedures. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply fundamental concepts, practices and procedures. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices, and procedures. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature. (Senior)

**Level IV** Possess and apply comprehensive knowledge of principles, practices, and procedures. Recommend changes in procedures and best practices. (Lead)

**Level V** Possess and apply comprehensive knowledge of principles, practices, and procedures. Have well-developed leadership qualities and cross-operate. Plan and manage complex projects when needed. (Specialist)

**Level VI** Possess and apply advanced knowledge of principles, practices, and procedures. Plan, conduct, and direct complex projects as requested. May be called upon to represent the agency and participate in long-term planning initiatives. (Consultant)

# Legislative Record Compiler



## Reports To

Deputy Director, Research



## Supervises

None



## Job Description

Under the direction of the Deputy Director of Research, coordinate and compile information contained in the daily Legislative Record during legislative sessions; facilitate communication and document flow between LRC and the Senate and House Clerks during Session; and edit the Senate and House Journals after legislative sessions in preparation for their publication.



## Education Requirements

A bachelor's degree in English, journalism, government, political science or other related field.



## Experience Requirements

Must have three years of experience working in a legislative setting either as a chamber clerk, parliamentarian, or committee staff.



## Knowledge, Skills & Abilities

- Comprehensive knowledge and understanding of the legislative process
- Knowledge of parliamentary procedure
- Knowledge of current events and issues
- Excellent oral and written communication skills
- Excellent organization and multi-tasking capability
- Capacity to function in a team role under extreme pressure and within short timeframes
- Ability to establish and maintain effective working relationships with management, staff, legislators, partisan staff, and other governmental offices
- Understanding of printing process



- Ability work communicate effectively with Information Technology staff to design and maintain internal computer applications to prepare electronic files for the *Legislative Record* publication
- Ability to work past the extended hours as needed



## Job Duties

- Read and interpret daily chamber minutes during sessions of the General Assembly to accurately record actions in a proprietary computer application for publication the daily Legislative Record and for the annual chamber Journals
- Communicate with legislative staff, chamber officials, and executive branch officials regarding status of legislative measures
- Use parliamentary procedures, chamber rules, and Mason's Manual to interpret, track, and record legislative actions; facilitate in process to resolve conflicts and inaccuracies
- Train chamber clerks on process of preparing daily session minutes.
- Prepare Legislative Record daily during session and proof for accuracy
- Work with outside printer for quality and timely distribution
- Other Duties that are not necessarily the responsibility of the Legislative Record Compiler and may need to be assigned to another staff person upon Sheila's retirement. Many of these were Sheila's responsibility because of her exceptional institutional and procedural knowledge
- Organize and manage the LRC Intern Program, including communicating with university and college personnel regarding identification and recruitment of student applicants, and evaluation and recommended grades for students completing the internship
- Prepare syllabi and execute lesson plans for the two academic courses LRC Interns are required to complete during their semester at the Capitol
- Respond to requests for recommendations or letters of reference for former student interns
- Coordinate LRC's role in accommodating student interns reporting to individual legislators and leadership offices
- Organize and facilitate agendas for various groups visiting the Capitol at the request of individual legislators during a legislative session
- Coordinate the legislature's participation in the National Conference of State Legislatures Back to School Program for the House and the Senate
- Speak to various groups about specific aspects of the legislative process as requested.
- Coordinate or complete short research tasks needed to respond to questions received by the Director's Office from legislators or the public

# Computing and Information Technology



**Chief Information Officer**

**Deputy Chief Information Officer**

**Programmer Analyst**

**Systems Analyst**

**Service and Support Center Manager**

**Desktop Systems Support Specialist**

**Network Software Support Specialist**

**Network Administration and Engineering Manager**

**Network Systems Administrator**

**Systems Engineer**

**Geographic Information Systems Manager**

**Geoprocessing Specialist**

**Webmaster**

# Chief Information Officer



## Reports To

Director, Legislative Research Commission



## Supervises

Deputy Chief Information Officer, Geographic Information Systems Manager, Network Services and Security Manager and Service and Support Manager.



## Job Description

Oversees and manages the professional information technology staff who provide computer programming, network infrastructure and security, all necessary computer equipment, the training and support of Microsoft Office Professional applications, web and social media technology, and legislative mapping to the members and staff of the General Assembly and the Legislative Research Commission.



## Education Requirements

Master's degree, plus eight (8) years of professional experience in systems administration, network engineering, programming and systems analysis, and management.



## Experience Requirements

Must have eight (8) years of professional experience in systems administration, network engineering, programming and systems analysis, and management.

Bachelor's degree, plus ten (10) years of professional experience in systems administration, network engineering, programming and systems analysis, and management can substitute for requirements above.



## Knowledge, Skills & Abilities

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and meet specific deadlines.
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, Outlook, Visual Studio.NET, and SQL database systems.



# Chief Information Officer



- Leadership ability.



## Job Duties

- LRC Team Leadership.
- Attends Weekly Meetings.
- Communicates IT directives to the Director and the leadership team as requested by the Director.
- Shares ideas and counsel.
- Team Environment.
  - Helps Maintain Team Collaboration between our four IT Sections to eliminate conflicts and the “them and us” mentality.
  - Maintains Working Understanding of all IT and Operations.
    - Network Security & Engineering.
    - GIS.
    - WEB.
    - Programming Systems.
    - Office Automation and Training Support.
- Supervision.
  - Conducts Annual Performance Evaluations.
  - Oversee the supervision of the 30 job positions in OCIT.
  - Supervise 4 Manager/Supervisors.
    - Programming Section Supervisor/Deputy Chief Information Officer.
    - Network Administration and Engineering Manager/Supervisor.
    - Geographic Information Systems Manager/Supervisor.
    - Service and Support Center Manager/Supervisor.
- Communications.
  - Conducts OCIT General Staff Meeting as needed – possibly quarterly.
  - Conducts Weekly Manager Meetings.
    - Shares Team Leadership direction.
    - Coordinates policy discussion.
    - Planning for agency IT needs.
- Coordinates Policy/Standard Operation Procedures with IT Supervisors to make recommendations for the "living policy manual".
- Time and Attendance.
  - Monitors and approves time and attendance of supervisors and their staff when they are absent.

# Chief Information Officer



- Approves and signs pay period time sheets.
- Reports CIO time and attendance to the Director.
- Personnel Hiring.
- Oversees all OCIT hiring.
- Counsels with supervisors on hiring recommendations.
- Transmits recommendations to the Director and the Assistant Director for Human Resources and Professional Development.
- Contacts programmer candidates.
- Administers at home Open Book Programmers Evaluation tests.
- Coordinates University Outreach.
  - Web postings.
  - Sends programmers to career fairs.
- Hires session employees to help cover the Senate and House.
- Purchase Approvals.
  - Reviews all purchase requests for software, hardware and supplies.
  - Forwards all requests to the Director for approval.
- Contract Renewal reviews and requests via the LRC Director.
  - Annual License Renewals.
  - 3 Year Microsoft Enterprise License.
    - SQL.
    - MS Office.
    - MS Desktop Operating Systems.
    - Server Operating Systems.
- Public Speaking.
  - Freshmen Legislator Orientation (Pre Session).
  - Legislative Agent Orientation – Bill Tracking (Session).
  - Graduate Fellows – Orientation.
  - Legislative Intern – Orientation.
- Travel Approval and Request.
  - Coordinates travel approvals to various conferences.
    - NCSL.
    - NALIT Professional Development.
    - ESRI.
    - Annual Meetings of the KY Digital Summit.
- Specialty.
  - Maintains Working Knowledge and Programming Support for



- General Agency Word Templates.
- Helps maintain code and compatibility.
- Bill Drafting.
  - Approves and Tests new features.
- Journals (Session and Post Session).
- Proofs CD-ROMs.
  - ACTS (Session and Post Session).
- Proofs CD-ROMS.
  - Regulations (Daily, Monthly & Annually).
- Proofs CD-ROMS.
  - Senate Clerk Bill/Amendments List for Rules and Committee on Committee reports. (Session).
- Liaison – Executive Branch.
  - KY COT Council.
  - KY Communications Network Authority.
  - State CIO Office- Contact.
    - Coordinates Special Needs for cross agency systems when needed.
    - Personnel data updates.
    - State Government Contracts data updates.
    - Special purchase requests.
  - Advisory Board Member – Kentucky Digital Summit.
  - Brainstorms Conference Agenda.

# Deputy Chief Information Officer



## Reports To

Chief Information Officer



## Supervises

Programmers and System Analysts



## Job Description

Oversees and manages the professional information technology staff who provide computer programming, network infrastructure and security, all necessary computer equipment, the training and support of Microsoft Office Professional applications, web and social media technology, and legislative mapping to the members and staff of the General Assembly and the Legislative Research Commission.



## Education Requirements

Master's degree.



## Experience Requirements

Must have six years of professional experience in systems administration, network engineering, programming and systems analysis, and management.

Bachelor's degree, plus eight years of professional experience in systems administration, network engineering, programming and systems analysis, and management may substitute for requirements above.



## Knowledge, Skills & Abilities

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and meet specific deadlines.
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, Outlook, Visual Studio.NET, and SQL database systems.

# Deputy Chief Information Officer



- Leadership ability.



## Job Duties

Under the general direction of the Chief Information Officer

- Assist CIO in duties when absent.
- Supervision.
  - Conducts annual performance evaluations.
    - Supervise programming section.
  - Oversees more than 100 programming assignments (100 Plus Systems).
  - Meets with users, systems analysts and programmers for system change and request review.
- Communications.
  - Attends weekly manager meetings.
  - Conducts Programmer Meetings as needed.
    - Shares Team Leadership Direction from CIO.
    - Determines Agency Programming needs.
- Time and Attendance.
  - Monitors and Approves Time and Attendance of Programmer Section.
  - Approves and signs pay period time sheets.
  - Reports his/her time and attendance to CIO.
- Personnel Hiring.
  - Recommends Programmer and Systems Analyst hires.
  - Transmits recommendations to the CIO.
  - Conducts Programmer Interviews.
- Sends Programmers to Career Fairs.
- Public Speaking.
  - Freshmen Legislator Orientation (Pre Session).
  - Legislative Agent Orientation – Bill Tracking (Session).
  - Graduate Fellows Orientation.
  - Legislative Intern Orientation.
- County Clerk Orientation.
- Travel Approval and Request.
  - Coordinates travel approvals to various conferences.
    - NCSL.
    - NALIT Professional Development.
- LRC Web Master.

# Deputy Chief Information Officer



- Works under the direction of the Director's Office Web Editor.
- Monitors the creation of the Legislative Record and Interim Record of the Kentucky General Assembly.
- Creates and oversees the LRC Web Site with up to date information.
- Assigns Automation of web-based systems to programmers.
- Public Speaker.
  - Provides overviews of the LRC Web Site features to legislators, legislative agents, and other government officials.
- Chamber Automation.
  - Bill Book.
  - International Roll Call (House).
  - Senate voting.
  - Orders of the Day and Calendar.
- Liaison.
  - National Council for State Legislatures (Past NALIT Chair).
  - National Association for Legislative Technology (Past Chair).
  - Legislative Record Publisher/Liaison.

# Programmer Analyst



## Reports To

Deputy Chief Information Officer



## Supervises

None



## Job Description

Performs beginning level computer programming; and performs other duties as required.



## Education Requirements

Bachelor's degree in Computer Sciences or related field.



## Experience Requirements

None.

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- VB.NET and/or C#.NET. Helpful to also know SQL, MS ASP.NET MVC, AngularJS and Bootstrap.



## Job Duties

- Work with the Users and Analyst to develop specs for new applications.
  - Write and Maintain code for applications.
  - Basic Database Work.
    - Create Tables.
    - Create Triggers.
    - Create Stored Procedures.
  - Write Basic SQL Queries.

# Programmer Analyst



- Create Basic Reports.
- Test applications before passing on to analyst for testing.
- Document applications and procedures.
- Work with Analyst to develop training.
- Communicate with other Programmers to prevent duplication of code.
- Provide assistance to other Programmers when needed.
- Work with LRC Support Center to rectify any problems.

## Stratification



**Level I** Creates, maintains and documents code for applications. Performs basic database work, report creation, and SQL work. Under immediate supervision performs assigned tasks. No experience needed. (Entry)

**Level II** Creates, maintains and documents code for applications. Performs intermediate database work, report creation, and SQL work. Under general supervision performs assigned tasks. Must have three years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems. (Intermediate)

**Level III** Creates, maintains and documents code for applications. Performs advanced database work, report creation, and SQL work. Under direction performs assigned tasks. Must have six years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems. (Senior)

**Level IV** Creates, maintains and documents code for applications. Performs DBA level database work, report creation, and SQL work. Under direction has primary technical responsibility for assigned computer projects. Must have ten years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems. (Lead)

**Level V** Provides technical advice to IT management and assists with the technology decision making/planning for the programming section. Creates, maintains and documents code for applications. Performs DBA level database work, report creation, and SQL work. Under direction has primary technical responsibility for assigned computer projects. Must have fifteen years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems. (Specialist)

**Level VI** Provides technical advice to IT management and assists with the technology decision making/planning for the programming section. Creates, maintains and documents code for applications. Performs DBA level database work, report creation, and SQL work. Under direction has primary technical responsibility for assigned computer projects. Must have twenty years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems. (Consultant)



# Systems Analyst



## Reports To

Deputy Chief Information Officer



## Supervises

None



## Job Description

Performs beginning level systems analysis; and performs other duties as required.



## Education Requirements

Bachelor's degree in Computer Science or a related field.



## Experience Requirements

None.

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- Must be team oriented.
- Have strong written and verbal skills.
- Show attention to detail.
- Possess solid organizational, analytical and troubleshooting skills and be multi-task oriented.
- Helpful to know Crystal Reports.



## Job Duties

- Work with User to Document System Requirements.
- Discuss User needs with Programmers.
- Work with programmers throughout process of developing projects.
- Test applications before passing on to users for testing.



- Offer suggestions on development of new applications.
- Offer assistance to users when having problems with applications.
- Write routine and ad-hoc reports as needed.
- Create SQL accounts to assign roles for access to applications.
- Maintain a timeline for projects and help the Programmers to stay on task.
- Keep OCIT managers updated on project status.
- Keep OCIT managers aware of any issues that arise with the projects.
- Write basic SQL Queries.
- Provide Training on applications developed in-house.

## Stratification



**Level I** Works with users to document system requirements. Meets with programmers throughout the process of development and helps with testing and training. Keeps OCIT managers updated on project status. Performs basic report creation. Under immediate supervision performs assigned tasks. No experience needed.

**Level II** Works with users to document system requirements. Meets with programmers throughout the process of development and helps with testing and training. Keeps OCIT managers updated on project status. Performs intermediate report creation and basic SQL query work. Under general supervision performs assigned tasks. Must have three years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

**Level III** Works with users to document system requirements. Meets with programmers throughout the process of development and helps with testing and training. Keeps OCIT managers updated on project status. Performs advanced report creation and intermediate SQL query work. Under direction performs assigned tasks. Must have six years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

**Level IV** Works with users to document system requirements. Meets with programmers throughout the process of development and helps with testing and training. Keeps OCIT managers updated on project status. Performs advanced report creation and intermediate SQL query work. Under direction performs assigned tasks. Must have ten years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

**Level V** Works with users to document system requirements. Meets with programmers throughout the process of development and helps with testing and training. Keeps OCIT managers updated on project status. Performs advanced report creation and advanced SQL query work. Under direction performs assigned tasks. Must have fifteen years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

**Level VI** Works with users to document system requirements. Meets with programmers throughout the process of development and helps with testing and training. Keeps OCIT managers updated on project status. Performs advanced report creation and advanced SQL query work.

## Systems Analyst



Under direction performs assigned tasks. Must have twenty years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

# Service and Support Center Manager



## Reports To

Chief Information Officer



## Supervises

Desktop Systems Support Specialists and Network Software Support Specialists



## Job Description

Oversees and manages the professional staff of the Service and Support Center, who provide MS Office Professional specialized training and support, maintain MS Active Directory (AD) user login and email IDs, provide specialized file/folder security setup, and printer and pc installation and maintenance for the Kentucky General Assembly and the Legislative Research Commission.



## Education Requirements

Master's degree.



## Experience Requirements

Must have two years of professional experience in Microsoft Office Professional applications, Microsoft Active Directory tree structure and security, Microsoft Exchange user ID and inbox allocation and/or configuring PC hardware and operating systems, and configuring Printer setup and troubleshooting.

Bachelor's degree, plus five years of professional experience in Microsoft Office Professional applications, Microsoft Active Directory tree structure and security, Microsoft Exchange user ID and inbox allocation and/or configuring PC hardware and operating systems, and configuring may substitute requirements above.



## Knowledge, Skills & Abilities

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to work independently as well as in a team environment.
- The ability to resolve complex problems under pressure.

# Service and Support Center Manager



- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, Outlook.
- Leadership ability.



## Job Duties

- Supervision
  - Conduct Annual Performance Evaluations.
    - Oversee Duties of the diverse Service and Support Center Staff:
    - Phone and Remote Control Support
    - MS Office Training
    - PC Support
    - Printer Support
    - Committee Room Projector Systems
    - User and Email ID Maintenance – Works with Personnel Officer for Hires and Terminations.
    - Assign Network Folder/File Security Rights.
  - Maintain Call Log for Service and Support of Agency Staff.
- Communications
  - Attend Weekly Manager Meetings.
  - Conduct Staff Meetings as needed.
    - Share Team Leadership Direction from CIO.
    - Determine Agency IT Service and Training needs.
- Time and Attendance
  - Monitor and Approve Time and Attendance.
  - Approve and sign pay period time sheets.
  - Report his/her time and attendance to CIO.
- Personnel Hiring
  - Recommend Network Technician level hires.
  - Transmit recommendations to the CIO.
  - Conduct Testing and Interviews.
- Coordinate MS Office Certification training and testing
  - Provide Staff Office Study Guides.
  - Coordinate Testing and Reimbursement via the Directors Office.
- Travel Approval and Request
- Attend Annual NALIT Professional Development Seminars.
  - Help set PC use Policy.

# Service and Support Center Manager



- Coordinate Agency wide Training for MS Office.
- Take phone calls, resolve computer problems, keep log of all calls.
- MS Certification Program Coordinator
  - Service and Support Center staff to obtain MS Certifications.
  - Direct and manage the licensed Microsoft CertiPort Testing Center for LRC full-time staff to earn Microsoft Office Specialist (MOS) certifications.
    - Possible merit recognition for staff completing MOS certifications.
- Manage PC Support
  - PC Repair, Upgrade, Installation Support.
  - Manage PC Profile Set Up.
    - PCs set up for individual staff following agency naming and security standards.
    - Individual Profile information is imported from PC to be replaced during upgrades.
- Manage Printer Support
  - Repair.

# Desktop Systems Support Specialist



## Reports To

Manager, Service and Support Center



## Supervises

None



## Job Description

Ensures computer components and systems are working as intended. Actively monitors and works Service Desk tickets to resolve issues on a continuing basis.



## Education Requirements

Associate degree in computer science or a related field.



## Experience Requirements

None.

Work experience in computer support services may substitute for the associate's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- Requires a fundamental understanding of local area network components, peripheral devices, and systems.
- Beginning knowledge of Service Desk concepts, practices, and procedures.
- Beginning knowledge of network components, workstations, peripheral devices, and software products.
- Strong written and verbal communication skills.
- Customer service skills.
- Strong analytical, troubleshooting, and detail oriented skillset.

# Desktop Systems Support Specialist



- Ability to work under pressure and meet specific deadlines.
- Able to resolve routine problems with written instructions and/or supervision.



## Job Duties

- Receive and respond to requests for computer assistance, document all interactions in a logging or ticketing system.
- Perform other duties as required.
- Provide daily computer assistance to LRC staff and Legislators.
- Assist with trouble shooting and problem resolution.
- Assist with improvements, upgrades, and repairs.
- Document all service desk interactions.



## Stratification

**Level I** Perform assigned tasks under direct supervision. Demonstrate beginning level knowledge of components and systems. Able to resolve routine problems with written instructions and/or immediate assistance. No experience required. (Entry)

**Level II** Perform assigned tasks under intermediate supervision. Demonstrate general knowledge of components and systems. Able to resolve routine problems independently or with intermittent assistance. Two years of experience in desktop systems support or a related position required. (Intermediate)

**Level III** Perform assigned tasks under limited supervision. Demonstrate intermediate technical knowledge of multiple components and systems. Able to resolve routine problems and recommend solutions for documentation and information sharing with other support staff. Four years of experience in desktop systems support or a related position required. (Senior)

**Level IV** Perform assigned tasks under general supervision. Demonstrate deep technical knowledge and consider a resource for a specific technology area. Able to resolve non-routine problems in that specific technology area. Trouble shoots independently. Assist with training and support of entry level staff. Six years of experience in desktop systems support or a related position required. (Lead)

**Level V** Perform assigned tasks under general direction. Demonstrate extensive technical knowledge and considered a resource for a specific technology area. Able to resolve non-routine problems in multiple technology areas. Trouble shoots independently. Coordinate and assist with



# Desktop Systems Support Specialist



training and support of entry level staff. Eight years of experience in desktop systems support or a related position required. (Specialist)

**Level VI** Perform assigned tasks under direction. Demonstrate a wide variety of extensive technical knowledge and consider the expert for multiple technology areas. Able to resolve non-routine problems in multiple technology areas. Trouble shoots independently. Mentor intermediate level support staff. Ten years of experience in desktop systems support or a related position required. (Consultant)

# Network Software Support Specialist



## Reports To

Manager, Service and Support Center



## Supervises

None



## Job Description

Performs beginning level computer support services to end users on a variety of issues. Receives requests for computer assistance, documents all interactions in a logging or ticketing system. Monitors problems to ensure timely resolutions; and performs other duties as required.



## Education Requirements

Associate degree in Computer Sciences or related field. Microsoft Office Specialist Certification preferred.



## Experience Requirements

Experience in computer support services may substitute for the associate's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- Beginning knowledge of Service Desk concepts, practices, and procedures.
- Demonstrated knowledge of Microsoft Office software suite.
- Strong written and verbal communication skills.
- Customer service skills.
- Strong analytical, troubleshooting, and detail oriented skillset.
- Ability to work under pressure and meet specific deadlines.
- Resolves routine problems with written instructions or supervision.



## Job Duties

- Provide daily computer assistance to LRC staff and legislators.
- Assist with trouble shooting and problem resolution.

# Network Software Support Specialist



- Begin using Active Directory for password resets and Network Account activities.
- Begin utilizing Remote Control software to connect to other computers.
- Assist with training presentations.
- Assist with equipment in committee rooms.
- Log all service desk interactions.

## Stratification



**Level I** Performs assigned tasks under direct supervision. Demonstrates beginning level knowledge of Microsoft Office software and network administration concepts and systems. Able to resolve routine problems with written instructions and/or immediate assistance. No experience required. (Entry)

**Level II** Performs assigned tasks under intermediate supervision. Demonstrates general knowledge of Microsoft Office software and network administration concepts and systems. Certified Microsoft Office Specialist in at least one application. Able to resolve routine problems independently or with intermittent assistance. Two years of experience in network software support or a related position required. (Intermediate)

**Level III** Performs assigned tasks under limited supervision. Demonstrates intermediate technical knowledge of Microsoft Office software and network administration concepts and systems. Certified Microsoft Office Specialist in multiple applications. Able to resolve routine problems and recommends solutions for documentation and information sharing with other support staff. Four years of experience in network software support or a related position required. (Senior)

**Level IV** Performs assigned tasks under general supervision. Demonstrates deep technical knowledge of Microsoft Office software and network administration concepts and systems. Certified Microsoft Office Expert in at least one application. Able to resolve non-routine problems in a specific technology area. Trouble shoots independently. Assists with training and support of entry level support staff. Six years of experience in network software support or a related position required. (Lead)

**Level V** Performs assigned tasks under general direction. Demonstrates extensive technical knowledge of Microsoft Office software and network administration concepts and systems. Certified Microsoft Office Expert in multiple applications. Able to resolve non-routine problems in multiple technology areas. Trouble shoots independently. Coordinates and assists with training and support of entry level staff. Eight years of experience in network software support or a related position required. (Specialist)

**Level VI** Performs assigned tasks under direction. Demonstrates a wide variety of extensive technical knowledge of Microsoft Office software and network administration concepts and systems. Certified Microsoft Office Master. Able to resolve non-routine problems in multiple

## Network Software Support Specialist



technology areas. Trouble shoots independently. Mentors intermediate level support staff. Ten years of experience in network software support or a related position required.

# Network Administration and Engineering Manager



## Reports To

Chief Information Officer



## Supervises

Network Systems Administrators and Systems Engineers



## Job Description

Under the direction of the Chief Information Officer, oversees and manages the professional information technology staff who provide and maintain network infrastructure including firewalls and Wi-Fi, network administration, data security, server and desktop operating systems maintenance, email, and disaster recovery backup systems; as well as serves as computer equipment/software purchase officer for the Kentucky General Assembly and the Legislative Research Commission.



## Education Requirements

Master's degree, plus two years of professional experience in file, database, email, and printer server setup and operating systems, an advanced knowledge of network and security administration, and general network engineering and troubleshooting techniques, or Bachelor's degree, plus five years of professional experience in file, database, email, and printer server setup and operating systems, an advanced knowledge of network and security administration, and general network engineering and troubleshooting techniques, or Substitute Education with combinations of related education and ten (10) years of professional experience in file, database, email, and printer server setup and operating systems, an advanced knowledge of network and security administration, and general network engineering and troubleshooting techniques.



## Experience Requirements

- Supervision and leadership of information technology teams.
- Practical knowledge of General Assembly operations and the legislative process. Well rounded knowledge of network systems, network engineering, network administration, and IT operations.

# Network Administration and Engineering Manager



## Knowledge, Skills & Abilities



- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to work independently as well as in a team environment.
- The ability to resolve complex problems under pressure.
- Ability to quickly learn complex technical concepts.
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, Outlook, Visual Studio.NET, and SQL database systems.
- Leadership ability.

## Job Duties



- Supervision
  - Conduct Annual Performance Evaluations.
    - Supervise Networking/Engineering Section.
  - Oversee Network Security and Engineering systems/assignments.
  - Send Staff where needed to Specialized Advanced Training.
- Communications
  - Attend Weekly Manager Meetings.
  - Conduct Supervisor Meetings as needed.
    - Share Team Leadership Direction from CIO.
    - Determine Agency IT needs.
    - Coordinate Technical IT System needs for agency.
- Advise CIO and establishes:
  - Network Security and Intrusion Systems updates.
  - Purchase Hardware, Software and Printing supplies.
  - Coordinate the LRC PC 5 Year Cycle with Service and Support Center Supervisor.
  - Coordinate the Licensing Annual and 3 Year MS Enterprise License renewals.
  - Oversee Disaster Recovery/Backup systems.
  - Oversee the redundant Network Area Storage systems.
  - Oversee Email Server usage.
  - Wi-Fi – Public System.
- Time and Attendance
  - Monitor and Approve Time and Attendance.
  - Approve and sign pay period time sheets.

# Network Administration and Engineering Manager



- Report his/her time and attendance to CIO.
- Personnel Hiring
  - Recommend hires to cover.
    - Email.
    - MS Server Support.
    - PC Policy Rules.
    - Network Security needs.
    - Wi-Fi coverage.
    - PC Upgrades.
    - PC Operating System Configuration.
    - Firewall Rules.
    - MS Active Directory "Forest" for Users and Devices defined on the Network.
  - Transmit recommendations to the CIO.
  - Conduct Hiring Interviews.
- Network Security
  - PC and Server Virus Protection.
  - Network Intrusion Protection.
- Oversight and expertise:
  - Printer Recommendations.
  - System Configuration.
  - Storage Area Network Failovers.
  - Virtualization of Systems.
  - MS Forest & Active Directory.
  - Software Installation.
  - License Renewal.
  - Printer Server.
  - Operating Systems.
  - Computer Policy Management.
  - Upgrades.
  - Servers Purchase, Installation, Maintenance.
  - Email Coordination.
  - Purchase Officer.
  - Software.
  - PCs.
  - Printers.

# Network Administration and Engineering Manager



- Servers.
- Network Equipment.
- License Renewals.
- Keep track of MS Training Vouchers, and Office Take Home Software Program when issued with MS Enterprise Licensing.
- Chamber Automation – Technical and Network Support.
- Bill Book.
- Network Infrastructure.
  - Servers.
- Fire Wall.
- Liaison.
- Frankfort Plant Board – Public Wi-Fi.
- Kentucky IT Standards Group.
- Travel Approval and Request.
- Coordinate Travel Approvals to various conferences.



# Network Systems Administrator



## Reports To

Manager, Network Services and Security



## Supervises

None



## Job Description

Performs beginning level network and systems administration; and performs other duties as required.



## Education Requirements

Bachelor's degree, or an associate's degree in information technology, or related field.



## Experience Requirements

None.

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to work independently as well as in a team environment.
- The ability to resolve complex problems under pressure.
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Some knowledge or experience with Microsoft Active Directory, TCP/IP.

# Network Systems Administrator



## Job Duties

- Analyze requirements and assist in the selection, installation, testing and support of networking devices including PCs, servers, hubs, switches, and backup hardware.
- Provide basic technical support of networking issues.
- Maintain network documentation and configuration information.
- Research network issues.
- Assist in communications planning.



## Stratification

**Level I** Performs assigned tasks under direct supervision. Provides basic Active Directory user and group administration, data permissions assignment support, and PC and server hardware support. Demonstrates basic skills in computer networking and communication protocols including TCP/IP. Two years of experience in network software and hardware support or a related position required. (Entry)

**Level II** Performs assigned tasks under intermediate supervision. Provides Active Directory user and group administration, data permissions assignment support, and PC and server hardware support. Demonstrated intermediate knowledge in computer networking and communication protocols and services including TCP/IP, DNS, DHCP, NTP, and SNMP. Demonstrated knowledge of Windows servers and desktop products. Analyze and collect information about existing problem(s) and perform diagnostic procedures in order to isolate the source of the problem(s). Provide resolution to problem(s) within a timely manner. Provide status updates to end users and management as necessary. Four years of experience in network systems administration or a related position required. (Intermediate)

**Level III** Performs assigned tasks under limited supervision. Provides Active Directory user and group administration, group policy, data permissions assignment support, and PC and server hardware support. Demonstrates advanced knowledge in computer networking and communication protocols and services including TCP/IP, DNS, DHCP, NTP, and SNMP. Provides support and maintains one or more of Microsoft's server products. Demonstrates knowledge of VMware's suite of virtualization products. Analyze and collect information about existing problem(s) and perform diagnostic procedures in order to isolate the source of the problem(s). Provide resolution to problem(s) within a timely manner. Provide status updates to end users and management as necessary. Maintains security patches and antivirus updates for all networked servers and PC's. Develop, implement, and maintain policies, procedures and associated training plans for network administration, usage, and disaster recovery. Six years of experience in network systems administration or a related position required. (Senior)

**Level IV** Performs assigned tasks under general supervision. Provides Active Directory user and group administration, group policy, data permissions assignment support, and PC and server hardware support. Demonstrates deep knowledge in computer networking and communication

# Network Systems Administrator



protocols and services including TCP/IP, DNS, DHCP, NTP, and SNMP. Provides support and maintains one or more of Microsoft's server products. Demonstrates knowledge of VMware's suite of virtualization products, Analyze and collect information about existing problem(s) and perform diagnostic procedures in order to isolate the source of the problem(s). Provide resolution to problem(s) within a timely manner. Provide status updates to end users and management as necessary. Maintains security patches and antivirus updates for all networked servers and PC's. Develop, implement, and maintain policies, procedures and associated training plans for network administration, usage, and disaster recovery, Ability to manage multiple projects, activities and tasks simultaneously. Eight years of experience in network systems administration or a related position required. (Lead)

**Level V** Performs assigned tasks under general direction. Provides Active Directory user and group administration, group policy, data permissions assignment support, and PC and server hardware support. Demonstrates extensive knowledge in computer networking and communication protocols and services including TCP/IP, DNS, DHCP, NTP, and SNMP. Provides support and maintains one or more of Microsoft's server products. Demonstrates knowledge of VMware's suite of virtualization products, Analyze and collect information about existing problem(s) and perform diagnostic procedures in order to isolate the source of the problem(s). Provide resolution to problem(s) within a timely manner. Provide status updates to end users and management as necessary. Maintains security patches and antivirus updates for all networked servers and PC's. Develop, implement, and maintain policies, procedures and associated training plans for network administration, usage, and disaster recovery, Ability to manage multiple projects, activities and tasks simultaneously. Ten years of experience in network systems administration or a related position required. (Specialist)

**Level VI** Performs assigned tasks under direction. Provides Active Directory user and group administration, group policy, data permissions assignment support, and PC and server hardware support. Demonstrates extensive knowledge in computer networking and communication protocols and services including TCP/IP, DNS, DHCP, NTP, and SNMP. Provides support and maintains one or more of Microsoft's server products. Demonstrates advanced knowledge of VMware's suite of virtualization products, Analyze and collect information about existing problem(s) and perform diagnostic procedures in order to isolate the source of the problem(s). Provide resolution to problem(s) within a timely manner. Provide status updates to end users and management as necessary. Maintains security patches and antivirus updates for all networked servers and PC's. Develop, implement, and maintain policies, procedures and associated training plans for network administration, usage, and disaster recovery, Ability to manage multiple projects, activities and tasks simultaneously. Twelve years of experience in network systems administration or a related position required.

# Systems Engineer



## Reports To

Manager, Network Service and Security



## Supervises

None



## Job Description

Provides technical advice to IT management and assists with the technology decision making / planning for the programming section. Under direction, has primary technical responsibility for assigned computer projects.



## Education Requirements

Bachelor's degree in information technology or related field of study.



## Experience Requirements

Must have four years of professional experience in systems administration, systems analysis, systems support and/or computer operating systems.

Experience in systems administration, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- Strong written and verbal communication skills.
- Detail oriented.
- Strong analytical and troubleshooting skillset.
- Demonstrates knowledge of software, hardware, or network technologies.



## Job Duties

- Serve as project leader in the development and maintenance of high priority, new information technology and/or complex computer systems.
- Provides technical assistance to programmers, other data processing personnel and end users in developing and implementing computer system.



- Determine resource and performance requirements for large-scale development projects.
- Direct the installation of application software packages used by project personnel and user clients.
- Coordinate the evaluation, testing and acceptance of application software packages.
- Direct project personnel in the cost-effective use of computing resources, including application of software tools, use of data base systems, use of storage media and the use of the network.
- Provide technical advice and assist programmer/analyst personnel in designing, coding, testing and debugging computer systems.
- Interact with outside consultants and/or contractors to determine and secure necessary technical resources to fulfill contracted obligations.
- Provide outside consultants and/or contract personnel technical support in the use of the General Assembly's computing resources.
- Review and approve the design and development of data base structures.
- Responsible for the resolution of problems encountered by project personnel in the use of other computing facilities.
- Serve as project team contact for support provided by systems programmers, data base analysts and programmer/analysts.
- Identify performance and/or technical issues affecting project progress and advise information technology management as to their resolutions.
- Performs other duties as required.

## Stratification



**Level I** Performs assigned tasks under direct supervision. Gauge the effectiveness and efficiency of existing systems; develop and implement strategies for improving or further leveraging these systems. Propose and create system design models, specifications, diagrams, to accomplish agency objectives. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the agency's disaster recovery and business continuity strategies. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise storage systems. Ensure system connectivity of all servers, shared software, groupware, and other applications. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records. Ensure compatibility and interoperability of computing systems. Manage security including firewalls, intrusion prevention, logging, and other security devices. Monitor and test system performance; prepare and deliver system performance statistics and reports. Reports and investigates security incidents. Provide orientation and training to end users for all modified and new systems. . Four years of experience in network systems administration or a related position required.

**Level II** Performs assigned tasks under intermediate supervision. Performs assigned tasks under direct supervision. Gauge the effectiveness and efficiency of existing systems; develop and



implement strategies for improving or further leveraging these systems. Propose and create system design models, specifications, diagrams, to accomplish agency objectives. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the company's disaster recovery and business continuity strategies. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise storage systems. Ensure system connectivity of all servers, shared software, groupware, and other applications. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records. Ensure compatibility and interoperability of computing systems. Manage security including firewalls, intrusion prevention, logging, and other security devices. Monitor and test system performance; prepare and deliver system performance statistics and reports. Reports and investigates security incidents. Provide orientation and training to end users for all modified and new systems. . Six years of experience in network/systems engineering or a related position required.

**Level III** Performs assigned tasks under limited supervision. Performs assigned tasks under direct supervision. Gauge the effectiveness and efficiency of existing systems; develop and implement strategies for improving or further leveraging these systems. Propose and create system design models, specifications, diagrams, to accomplish agency objectives. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the agency's disaster recovery and business continuity strategies. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise storage systems. Ensure system connectivity of all servers, shared software, groupware, and other applications. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records. Ensure compatibility and interoperability of computing systems. Manage security including firewalls, intrusion prevention, logging, and other security devices. Monitor and test system performance; prepare and deliver system performance statistics and reports. Reports and investigates security incidents. Provide orientation and training to end users for all modified and new systems. . Eight years of experience in network/systems engineering or a related position required.

**Level IV** Performs assigned tasks under general supervision. Performs assigned tasks under direct supervision. Gauge the effectiveness and efficiency of existing systems; develop and implement strategies for improving or further leveraging these systems. Propose and create system design models, specifications, diagrams, to accomplish agency objectives. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the agency's disaster recovery and business continuity strategies. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise storage systems. Ensure system connectivity of all servers, shared software, groupware, and other applications. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records. Ensure compatibility and interoperability of computing systems. Manage security including firewalls, intrusion prevention, logging, and other security devices.





Monitor and test system performance; prepare and deliver system performance statistics and reports. Reports and investigates security incidents. Provide orientation and training to end users for all modified and new systems. . Ten years of experience in network/systems engineering or a related position required.

**Level V** Performs assigned tasks under general direction. Performs assigned tasks under direct supervision. Gauge the effectiveness and efficiency of existing systems; develop and implement strategies for improving or further leveraging these systems. Propose and create system design models, specifications, diagrams, to accomplish agency objectives. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the agency's disaster recovery and business continuity strategies. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise storage systems. Ensure system connectivity of all servers, shared software, groupware, and other applications. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records. Ensure compatibility and interoperability of computing systems. Manage security including firewalls, intrusion prevention, logging, and other security devices. Monitor and test system performance; prepare and deliver system performance statistics and reports. Reports and investigates security incidents. Provide orientation and training to end users for all modified and new systems. . Twelve years of experience in network/systems engineering or a related position required.

**Level VI** Performs assigned tasks under direction. Performs assigned tasks under direct supervision. Gauge the effectiveness and efficiency of existing systems; develop and implement strategies for improving or further leveraging these systems. Propose and create system design models, specifications, diagrams, to accomplish agency objectives. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the agency's disaster recovery and business continuity strategies. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise storage systems. Ensure system connectivity of all servers, shared software, groupware, and other applications. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records. Ensure compatibility and interoperability of computing systems. Manage security including firewalls, intrusion prevention, logging, and other security devices. Monitor and test system performance; prepare and deliver system performance statistics and reports. Reports and investigates security incidents. Provide orientation and training to end users for all modified and new systems. . Fourteen years of experience in network/systems engineering or a related position required.

# Geographic Information Systems Manager



## Reports To

Chief Information Officer



## Supervises

Geoprocessing Specialists



## Job Description

Manages and supervises the Geographic Information Systems professional staff producing maps.



## Education Requirements

Master's degree.



## Experience Requirements

Must have two years of professional experience in geographic information systems, programming, and management.

Bachelor's degree, plus five years of professional experience in geographic information systems programming, and management may substitute for requirements above.



## Knowledge, Skills & Abilities

- Design or prepare graphic representations of Geographic Information Systems (GIS) data, using GIS hardware or software applications.
- Work closely with the State Government committee staff, the US Census Bureau, and County Clerks to maintain up to date legislative district, county, precinct, and US census block layers.
- Support leadership and committee staff in producing secure redistricting plans, provide bill drafting data from the state map plans as well as plan population validation to bill drafting staff.
- Incorporate other state map layer data that can be used to produce maps for all legislative committees.
- Analyze Geographic Information Systems (GIS) data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.



# Geographic Information Systems Manager



- Maintain or modify existing Geographic Information Systems (GIS) databases.
- Enter data into Geographic Information Systems (GIS) databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.
- Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and meet specific deadlines.
- Skilled in using ArcGIS and or Maptitude for Redistricting software.
- Ability to use Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Leadership ability.



## Job Duties

Under the general direction of the Chief Information Officer:

- Supervision
  - Conduct annual performance evaluations.
  - Oversee Geographic Information Systems Section staff and Assignments.
- Communications
  - Attend Weekly Manager Meetings.
  - Conduct GIS Meetings as needed.
  - Share Team Leadership Direction from CIO.
  - Determine Agency Mapping needs.
  - Work with State Government Staff to update LRC Map layers to show current Precinct Boundary changes as approved by County Clerks and the State Board of Elections.
  - Work with County Clerks to ascertain correctness of Precinct Boundaries.
  - Send County Precinct Maps to county clerks for approval and finalization.
  - Work with State Government Committee.
  - Redistricting.
- Time and Attendance
  - Monitor and Approve Time and Attendance of GIS Staff.
  - Approve and sign pay period time sheets.
  - Report his/her time and attendance to CIO.

# Geographic Information Systems Manager



- Personnel Hiring
  - Recommend GIS hires.
  - Transmit recommendations to the CIO.
  - Conduct GIS Staff Interviews.
- Travel Approval and Request
  - Coordinate Travel Approvals to various conferences.
    - NCSL.
    - NALIT Professional Development.
    - ESRI – Mapping Conferences and Training.
- Oversee General Geospatial Reports and Maps for Committees, Legislators and Public
  - Maintain requests for maps log.
  - Send Billing information to Business Office.
  - Help establish Map pricing.
- REDISTRICTING: (
  - Set up all Leadership PCs for redistricting.
  - Set up Redistricting Layers for Leadership.
  - Set up secure file storage for Plans as assisted by the CIO.
  - Leadership.
  - State Government.
- Mapping:
  - Proven capabilities in use of Caliper/Maptitude and ESRI/ArcGIS.
  - Set up Census Block and Precinct Layers for Redistricting.
  - Set up the Security of Redistricting Maps.
  - Provide Mapping System Support to Leadership Offices.
    - How to create redistricting maps and plans.
    - Up to date map layers.
  - Produce District Population Compliance and Validation reports for proposed Plans Legislation.
  - BILL DRAFTING: Convert Redistricting PLAN/Bill Draft Data layers into bill drafting language that is imported into the Bill Drafting System.
    - Produce accompanying documentation for Redistricting Bills that appear on the WEB and the Bill Book:
      - District Population Reports.
      - Plan Maps.
        - WEB: Provide the Web Master the Geospatial data for the “Who is my Legislator?” webpage.
- Incorporate and is familiar with state map layers from various all state agencies

# Geographic Information Systems Manager



- Liaison to:
  - KY Geographic Advisory Council.
  - NCSL – US Census Bureau
    - Population Data.
    - Precinct Boundary.
    - Phase I and II Tiger Line and Census Population Phases.
  - Coordinate Licensing with Caliper/Maptitude
- Keep track of License Distribution for Maptitude and ESRI.

# Geoprocessing Specialist



## Reports To

Geographic Information Systems Manager



## Supervises

None



## Job Description

Utilize geographic information system (GIS) hardware and software to perform introductory level GIS activities. Produce simple cartographic products and performs other duties as required.



## Education Requirements

Bachelor's degree preferred. Successful completion of a geographic information system course or training class.



## Experience Requirements

None.

Experience in geoprocessing will substitute for education requirement on a year for year basis.



## Knowledge, Skills & Abilities

- Basic knowledge of GIS data processing principles, tools and techniques and their application.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and meet specific deadlines.
- Excellent skills in using Microsoft Office products including Word, Excel, and Outlook.



## Job Duties

- Assist in the design and development of software to meet end users' GIS application needs.
- Write technical and user documentation to support software implementations.
- Design and implement digital map generation software systems.



- Provide user support and training for geographic database and map generation systems.
- Compile, input, modify, and enhance computer maps.
- Produce computer models using digital spatial and tabular information.
- Assist in the development of specifications for use in conversion of hardcopy map products to digital format.
- Provide guidance to cartographers in the map conversion process.
- Develop test programs to do quality analyst/quality control on digitized map products.
- Create fourth generation language programs to accomplish geographic analyses.
- Provide guidance in the use of aerial photography, remotely sensed data (LANDSAT, SPOT IMAGE), use of Global Positioning System (GPS) data, or scanned imagery in the course of system development.

## Stratification



**Level I** Perform assigned tasks under direct supervision. Basic knowledge of GIS data processing principles, tools and techniques and their application. Demonstrate basic skills with GIS software and MS Office software. Able to produce simple cartographic products. No experience needed. (Entry)

**Level II** Perform assigned tasks under intermediate supervision. Basic knowledge of GIS data processing principles, tools and techniques and their application. Demonstrate general skills with GIS software and MS Office software. Able to produce simple cartographic products. Must have three years of GIS experience and a background in working with spatial data. (Intermediate)

**Level III** Perform assigned tasks under limited supervision. Extensive knowledge of GIS data processing principles, tools and techniques and their application. Demonstrate intermediate skills with GIS software and MS Office software. Able to produce common cartographic products. The ability to work independently in support of General Assembly operations. General understanding of GIS as applied to U.S. Census data and legislative redistricting process. Demonstrate basic skills with redistricting software. Must have six years of GIS experience and a background in working with spatial data. Master's degree will substitute for three years of the required experience. (Senior)

**Level IV** Perform assigned tasks under general supervision. Extensive knowledge of GIS data processing principles, tools and techniques and their application. Demonstrate deep technical skills with GIS software. Able to produce common cartographic products. The ability to work independently in support of General Assembly operations. General understanding of GIS as applied to U.S. Census data and legislative redistricting process. Demonstrate intermediate skills with redistricting software. Must have nine years of GIS experience and a background in working with spatial data. Master's degree will substitute for three years of the required experience. (Lead)

**Level V** Perform assigned tasks under general direction. Extensive knowledge of GIS data processing principles, tools and techniques and their application. Demonstrate extensive technical skills with GIS software. Able to produce complex cartographic products. The ability to work

# Geoprocessing Specialist



independently in support of General Assembly operations. Intermediate understanding of GIS as applied to U.S. Census data and legislative redistricting process. Demonstrate advanced skills with redistricting software. Must have twelve years of GIS experience and a background in working with spatial data. Master's degree will substitute for three years of the required experience. (Specialist)

**Level VI** Perform assigned tasks under direction. Extensive knowledge of GIS data processing principles, tools and techniques and their application. Demonstrate master level skills with GIS software. Able to produce complex cartographic products. The ability to work independently in support of General Assembly operations. Expert understanding of GIS as applied to U.S. Census data and legislative redistricting process. Demonstrate master level skills with redistricting software. Must have fifteen years of GIS experience and a background in working with spatial data. Master's degree will substitute for three years of the required experience. (Consultant)



## Reports To

Chief Information Officer



## Supervises

None



## Job Description

Responsible for the design and maintenance of the public and in-house LRC websites.



## Education Requirements

Bachelor's degree in computer science or a related field.



## Experience Requirements

None.

Experience in computer programming, systems analysis and/or web design will substitute for the bachelor's degree requirement on a year-for-year basis.



## Knowledge, Skills & Abilities

- Proficiency in HTML, PHP, CSS, JAVA SCRIPT.
- Knowledge of Web APIs, RSS, JSON, browser capability and compatibility, responsive design and Web standards.
- The ability to communicate technical and complex information to all types of audiences.
- Ability to work collaboratively.
- Must have initiative, flexibility, and ability to meet deadlines.



## Job Duties

- Provide daily updates and creation of new pages. Will also be called upon to create new websites when needed.
- Give presentations at conferences or conduct website training for LRC employees.
- Maintain Public Site.



- Maintain In-House Site.
- Maintain iPhone Site.
- Maintain Cross Browser Integrity.
- Make sure site is available (technical aspects of the Web Server fall to the Networking staff).
- Periodic Site Redesign.
- Daily Updates to Existing pages.
  - Committee pages.
    - Membership.
    - Minutes.
    - Staff.
  - Legislator pages.
    - Committee Membership.
    - Bio Changes.
  - Job postings.
  - Any other requests for changes.
- Create New pages when needed.
- Create additional websites when needed.
- Give website demonstrations / training.
  - New Legislator orientation.
  - Graduate Fellow orientation.
  - New Employee orientation.
  - NCSL and NALIT conferences.
- Others
- Session Updates.
  - Pre-session work.
    - Create links for new Record.
- New Calendar and Schedules links.
- Session work.
  - Maintain Record links.
  - Legislative Moments links.
  - House Minutes, Bill Tracking, Bills and Amendments.
  - Senate and House Rules.
- Daily updates to whatever needs changing.



# Legislator Support Services



**Assistant Director for Legislator Support Services**

**Legislative Proofreader**

**Legislative Receptionist**

**Legislative Assistant**

**Project Center Manager**

**Project Center Assistant**

**Manager for Legislator Support Services**

# Assistant Director for Legislator Support Services



## Reports To

Director, Legislative Research Commission



## Supervises

Legislative Assistants, Legislative Proofreaders, Legislative Receptionists, Project Center Manager.



## Job Description

The Assistant Director for Legislator Support Services is responsible for the management of non-partisan LRC staff who provide administrative support for members of the Senate and House of Representatives. This position involves interaction and communication with all members of the General Assembly, leadership, staff, other government agencies, and the Director's Office.



## Education Requirements

Master's Degree or other advanced degree in Public Administration, Political Science, law, or other related area.



## Experience Requirements

Must have at least five years of experience in personnel management, legislative service, or government service. Must have an understanding of the legislative process and possess the ability to serve all members of the General Assembly without regard to political affiliation or philosophy.



## Knowledge, Skills & Abilities

- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Must be willing to work unpredictable, long hours, and oversee complex staff duties.
- Assess, with members of the Leadership Team, staff development and training needs.
- Ability to work in a team management approach.



## Job Duties

- Assign nonpartisan staff to legislative suites located in the Capitol Annex.

## Assistant Director for Legislator Support Services



- Process time sheets.
- Address a myriad of personnel issues, including time and attendance, job performance, disputes between staff, and resolve problems between legislators and staff.
- Assist all legislators in a variety of capacities.
- Upon the direction of legislative leadership and the Director, facilitate office relocations.
- Supervise legislative reception areas to ensure that lobbyists, constituents, and other visitors are properly greeted and are admitted to the legislative suites upon direction by office staff.
- Maintain floor plan drawings of legislative space.
- Hire and supervise session employees during each legislative session.

# Legislative Proofreader



## Reports To

Assistant Director, Legislator Support Services



## Supervises

None



## Job Description

Legislative Proofreaders are responsible for checking all documents produced by staff on behalf of members of the General Assembly. This includes correspondence, data documents, legislators' surveys, legislative citations and other documents.



## Education Requirements

Bachelor's Degree in English, journalism, publishing, or related field.



## Experience Requirements

Must have three years of experience in education, journalism, publishing, or related field.



## Knowledge, Skills & Abilities

- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Must have knowledge of correct business English and writing styles, and must know correct grammar, spelling, and punctuation.
- Must possess excellent written and verbal skills.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Must be willing to work long and unpredictable hours.
- Must have the ability to interact with colleagues and explain corrections in materials.



## Job Duties

- Proofread all documents with a keen eye for detail, typographical errors, formatting, and for any language that might be inflammatory or political in nature.



- Compose and edit letters, questionnaires, citations, and other documents.
- Assist other staff in making corrections to work product so as to convey a professional impression on behalf of every legislator.

## Stratification



**Level I** Become familiar with the legislative process, legal terminology, legislative jargon, and relevant technical terms. Learn Gregg Manual stylistic rules. Become familiar with legislative ethics laws pertaining to communication by members of the General Assembly and timing of communications during election season. Under immediate supervision, proofread simple letters, charts, and lists. (Entry)

**Level II** Become familiar with the legislative process, legal terminology, legislative jargon, and relevant technical terms. Learn Gregg Manual stylistic rules. Become familiar with legislative ethics laws pertaining to communication by members of the General Assembly and timing of communications during election season. Under immediate supervision, proofread simple letters, charts, and lists. (Intermediate)

**Level III** Become familiar with the legislative process, legal terminology, legislative jargon, and relevant technical terms. Learn Gregg Manual stylistic rules. Become familiar with legislative ethics laws pertaining to communication by members of the General Assembly and timing of communications during election season. Under immediate supervision, proofread simple letters, charts, and lists. (Senior)

**Level IV** Under supervision, provide proofreading services to all legislative services staff, as well as leadership staff (Upon request) and assist with citations when needed. Assist legislators with composition if needed. (Lead)

**Level V** Under supervision, provide proofreading services to all legislative services staff, as well as leadership staff (Upon request) and assist with citations when needed. Assist legislators with composition if needed. (Specialist)

**Level VI** Under supervision, provide proofreading services to all legislative services staff, as well as leadership staff (Upon request) and assist with citations when needed. Assist legislators with composition if needed. (Consultant)

# Legislative Receptionist



## Reports To

Assistant Director, Legislator Support Services



## Supervises

None



## Job Description

A Legislative Receptionist is responsible for overseeing lobby operations on the legislative floors. The receptionist is required to coordinate appointments and visits to the private offices of members of the General Assembly.



## Education Requirements

High School diploma or GED.



## Experience Requirements

Must have one year of experience in a public or private office setting, answering phones, taking messages, and greeting the public.



## Knowledge, Skills & Abilities

- Excellent communication skills, pleasant phone voice, and professional demeanor.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Must have the ability to interact with members of the General Assembly, lobbyists, and members of the public who desire to meet with particular legislators.
- Must have the ability to maintain composure when dealing with large numbers of guests at one time under intense pressure.
- Must be willing to work long, unpredictable hours.
- Must be prompt and reliable.

# Legislative Receptionist



## Job Duties

- Answer telephones and take messages as needed.
- Contact legislative offices to determine if a visitor is welcome to enter the legislative suite.
- Take messages from lobbyists and other visitors and relay to the appropriate office.
- Contact Security if groups of visitors become too large or unruly.
- Schedule conference rooms.



## Stratification

**Level I** Under immediate supervision, become familiar with members of the General Assembly, lobbyists, and other government officials and office assignments on the second, third, and fourth floors of the Capitol Annex. Train on phone usage, office etiquette generally, and etiquette specific to the legislative suites and lobbies. Answer phones, greet guests, and contact legislative suites to notify staff that a member has a visitor. Provide and retrieve visitors' passes. (Entry)

**Level II** Under immediate supervision, become familiar with members of the General Assembly, lobbyists, and other government officials and office assignments on the second, third, and fourth floors of the Capitol Annex. Train on phone usage, office etiquette generally, and etiquette specific to the legislative suites and lobbies. Answer phones, greet guests, and contact legislative suites to notify staff that a member has a visitor. Provide and retrieve visitors' passes. (Intermediate)

**Level III** Under immediate supervision, become familiar with members of the General Assembly, lobbyists, and other government officials and office assignments on the second, third, and fourth floors of the Capitol Annex. Train on phone usage, office etiquette generally, and etiquette specific to the legislative suites and lobbies. Answer phones, greet guests, and contact legislative suites to notify staff that a member has a visitor. Provide and retrieve visitors' passes. (Senior)

**Level IV** Under supervision, maintain various lists of contact numbers, member office assignments, staff assignments, and update as necessary. Make corrections when staff or legislators relocate, join, or leave the legislature or agency. Schedule conference rooms and coordinate scheduling of Speaker's conference room. Contact security if crowd of visitors becomes too large, attempts to bypass reception area, becomes unruly, or if there is any appearance of potential threat of violence. (Lead)

**Level V** Under supervision, maintain various lists of contact numbers, member office assignments, staff assignments, and update as necessary. Make corrections when staff or legislators relocate, join, or leave the legislature or agency. Schedule conference rooms and coordinate scheduling of Speaker's conference room. Contact security if crowd of visitors becomes too large,

# Legislative Receptionist



attempts to bypass reception area, becomes unruly, of it there is any appearance of potential threat of violence. (Specialist)

**Level VI** Under supervision, maintain various lists of contact numbers, member office assignments, staff assignments, and update as necessary. Make corrections when staff or legislators relocate, join, or leave the legislature or agency. Schedule conference rooms and coordinate scheduling of Speaker's conference room. Contact security if crowd of visitors becomes too large, attempts to bypass reception area, becomes unruly, of it there is any appearance of potential threat of violence. (Consultant)



# Legislative Assistant



## Reports To

Assistant Director, Legislator Support Services



## Supervises

None



## Job Description

Legislative Assistants provide administrative support to members of the Senate and House of Representatives. This position involves interaction with constituents, legislators, lobbyists, and other entities.



## Education Requirements

High School diploma or GED. Associates Degree preferred.



## Experience Requirements

Must have at least one year of experience working in a professional office, or as a secretary or personal assistant in a government office setting.



## Knowledge, Skills & Abilities

- Strong verbal and written communication skills.
- Must have a command of Microsoft Office Suite and possess good computer skills.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Must be willing to work long and unpredictable hours during legislative sessions.
- Must possess outstanding organizational skills.



## Job Duties

- Typing letters and other documents.

# Legislative Assistant



- Assisting members in carrying out their legislative duties without regard to political affiliation or philosophy.
- Interacting with constituents, other legislators, lobbyists, and other state agencies.
- Making travel arrangements for members and submitting post-travel documentation for expense reimbursement.
- Assisting in the ordering and production of legislative citations, Colonels, and Admirals.
- Scheduling appointments, tours, photos, and visits from constituents.
- Answering the telephone and taking accurate messages.
- Others duties as assigned.

## Stratification



**Level I** Become familiar with the legislative process, services provided by nonpartisan staff, and the interaction between legislators, lobbyists, and constituents. Attending phones, greeting guests, and assisting senior staff. Beginning required training under immediate supervision. (Entry)

**Level II** Having completed all training at the entry level, has learned fundamentals of nonpartisan legislative support service. Under supervision, processes requests for admirals, colonels, and legislative citations. Maintains legislators' calendars. Processes messages received from constituents through the toll-free message center and creates merged letters from those contacts. (Intermediate)

**Level III** With minimal supervision, has good overall understanding of all office procedures, is familiar with legislators' constituencies and local officials, and refers constituent requests when appropriate. Interacts with the Office of Constituent Services to follow up on referred cases. Processes requests for travel, arranges lodging and other travel-related matters, including requests for reimbursement. (Senior)

**Level IV** Under general supervision, has authority to assist in training and orienting entry level staff. May file bill requests at the direction of a legislator and communicate with committee staff regarding the status of bill drafts. May compose legislative surveys or other complex projects. (Lead)

**Level V** With little supervision, has authority to assist in training and orienting entry level staff. May file bill requests at the direction of a legislator and communicate with committee staff regarding the status of bill drafts. May compose legislative surveys or other complex projects. (Specialist)

**Level VI** In addition to serving no more than two members, has authority to assist the Deputy Director for Legislative Services in ensuring adequate coverage of office. (Consultant)

# Project Center Manager



## Reports To

Assistant Director, Legislator Support Services



## Supervises

Project Center Assistants



## Job Description

The Project Center Manager supervises personnel who provide support services to members of the General Assembly, as well as to all other agency offices.



## Education Requirements

High School diploma or GED. Associates Degree preferred.



## Experience Requirements

Must have three years of experience in the public or private sector. Agency experience preferred.



## Knowledge, Skills & Abilities

- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Excellent organizational skills.
- Thorough knowledge of LRC staff and committee structure.
- Ability to complete large projects, often facing tight deadlines, independently and in concert with others.
- Must be willing to work long and unpredictable hours.
- Ability to manage proactively.

# Project Center Manager



## Job Duties

- Supervision of employees with the ability to dedicate the appropriate staff with the appropriate project.
- Assist in providing phone coverage to leadership and other offices.
- Direct maintenance of staff kitchen, including coffee service, paper products, and cutlery.
- Supervise employees who prepare rooms for committee meetings.
- Coordinate shipment of graduation citations and other large mail outs.
- Coordinate the processing, mailing, and tabulation of legislator surveys.
- Supervise the compilation of tour packets, legislator requests for publications, and requests from the public.
- Other duties as assigned.

# Project Center Assistant



## Reports To

Project Center Manager



## Supervises

None



## Job Description

A Project Center Assistant performs a wide variety of tasks upon request of members of the General Assembly, agency staff, and the public.



## Education Requirements

High School diploma or GED.



## Experience Requirements

None.



## Knowledge, Skills & Abilities

- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Excellent organizational skills.
- Ability to complete large projects, often facing tight deadlines, independently and in concert with others.
- Strong sense of responsibility and timeliness.
- Positive presence and customer service oriented.
- Must be able to work long and unpredictable hours.
- Willingness to be cross-trained for various tasks, positions, and projects.
- Ability to take direction.

# Project Center Assistant



## Job Duties

- Process legislative citations, surveys, requests for publications, and tour packets.
- Process large mailings for legislators and agency staff.
- Provide telephone coverage for leadership and other offices.
- Print, process, pack, and ship graduation citations.
- Process legislator mail, track postage accounts, and process monthly statements for members.
- Staff Bill Status line and Message Center.
- Prepare rooms for committee meetings and do post-meeting cleanup.
- Data Doc and data entry.
- Transcribe tapes and digital data upon request.
- City and county officials updates.
- Board and Commission updates.
- Staff public fax room.
- Proofread output of six citation writers.
- Other duties as assigned.



## Stratification

**Level I** Become familiar with the legislative environment, members of the General Assembly, and the LRC staff. Under direct supervision, learn all the functions provided by the Project Center and office etiquette, including proper interaction with legislators. Perform tasks as assigned, including stuffing, folding, packing, and mailing. (Entry)

**Level II** Become familiar with the legislative environment, members of the General Assembly, and the LRC staff. Under direct supervision, learn all the functions provided by the Project Center and office etiquette, including proper interaction with legislators. Perform tasks as assigned, including stuffing, folding, packing, and mailing. (Intermediate)

**Level III** Process legislative citations, surveys, requests for publications, and tour packets. Under supervision, process large mailing for legislators and staff, prepare rooms for committee meeting and do post-meeting cleanup. (Senior)

**Level IV** Process legislative citations, surveys, requests for publications, and tour packets. Under supervision, process large mailing for legislators and staff, prepare rooms for committee meeting and do post-meeting cleanup. (Lead)

**Level V** With minimal supervision, staff the Bill Status Line and Message Center. Provide telephone coverage for leadership and agency staff. Process legislator mail, track postage accounts,

## Project Center Assistant



and process monthly statements for members. Coordinate projects such as graduation citations.  
(Specialist)

**Level VI** With minimal supervision, staff the Bill Status Line and Message Center. Provide telephone coverage for leadership and agency staff. Process legislator mail, track postage accounts, and process monthly statements for members. Coordinate projects such as graduation citations.  
(Consultant)

# Manager for Legislator Support Services



## Reports To

Assistant Director for Legislator Support Services



## Supervises

None



## Job Description

Under the direction of the Assistant Director for Legislative Services, assist in the management of non-partisan LRC staff who provide administrative support for members of the Senate and the House of Representatives.



## Education Requirements

High School diploma or GED.



## Experience Requirements

Must have five years of experience in business, legislative service, or government service. Experience in legislative branch preferred. Must have an understanding of the legislative process and must have demonstrated ability to serve all members of the General Assembly without regard to political affiliation or philosophy. Experience may substitute for college degree.



## Knowledge, Skills & Abilities

- Ability to conduct oneself in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to maintain strict rules of confidentiality.
- Must be willing to work unpredictable, long hours.
- Ability to work in a team management approach.



## Job Duties

- In cooperation with the Assistant Director for Legislative Services, monitor office coverage, phone coverage, and lobby operations.
- Assist with orientation and training of new Legislative Assistants.



# Manager for Legislator Support Services



- Process time sheets for assigned employees.
- Be available to respond to inquiries from staff regarding office operations and policy.
- Advise the Assistant Director for Legislative Services of personnel issues, communications from legislators regarding staff performance, and other issues that need to be addressed.
- Other duties as assigned.

## Stratification



**Level I** Under immediate supervision, oversees line staff with questions, issues, assists in training new staff, and advises the Assistant Director for Legislative Services as to personnel issues and communications from legislators. (Entry)

**Level II** Under close supervision, oversees line staff with questions, issues, assists in training new staff, and advises the Assistant Director for Legislative Services as to personnel issues and communications from legislators. (Intermediate)

**Level III** Under general supervision, oversees line staff with questions, issues, assists in training new staff, and advises the Assistant Director for Legislative Services as to personnel issues and communications from legislators. (Senior)

**Level IV** With minimal supervision, oversees line staff with questions, issues, assists in training new staff, and advises the Assistant Director for Legislative Services as to personnel issues and communications from legislators. (Lead)

**Level V** With little supervision, oversees line staff with questions, issues, assists in training new staff, and advises the Assistant Director for Legislative Services as to personnel issues and communications from legislators. (Specialist)

**Level VI** Oversees line staff with questions, issues, assists in training new staff, and advises the Assistant Director for Legislative Services as to personnel issues and communications from legislators. (Executive)

# Human Resources and Professional Development



Assistant Director for Human Resources  
and Professional Development

Manager for Office of Finance and Administration

Human Resources Specialist

Business Analyst

Postal Technician

Bill Distribution Specialist

Publications Distribution Specialist

Telecommunications Supervisor

Telecommunications Specialist

Switchboard Operator Supervisor

Switchboard Operator

Inventory and Maintenance Supervisor

Inventory and Maintenance Assistant

# Assistant Director for Human Resources and Professional Development



## Reports To

Director, Legislative Research Commission



## Supervises

Manager, Office of Finance and Administration and Human Resource Specialists



## Job Description

Master's degree, or other advanced degree with an emphasis in management, business, public administration or a related field, or a law degree and a bachelor's degree.



## Education Requirements

Master's degree, or other advanced degree with an emphasis in management, business, public administration or a related field, or a law degree and a bachelor's degree.



## Experience Requirements

Must have ten years of work experience in human resource management and professional development, three of which must be in a supervisor capacity.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to assist, instruct, develop, and manage professional, technical, support staff level, and other employees, and to evaluate effectively their performance.



## Job Duties

- Supervise and coordinate the work of all employees in the agency's human resource program.
- Manage training and professional development programs.
- Assist in the development of performance standards.

## Assistant Director for Human Resources and Professional Development



- Assist in the development, interpretation and enforcement of agency policies and procedures.
- Develop and recommend the establishment, modification, and/or abolishment of operational policies and procedures.
- Interview prospective employees and makes recommendations. Recommend and Negotiate salaries for new employees, as appropriate.
- Assess training needs and make recommendations.
- At the direction of the agency Director, mediate disputes and confer with problem employees then initiate disciplinary procedures if/when appropriate.
- Represent the agency in meetings when assigned.
- Participate in workshops, seminars and conferences when assigned.
- Maintain records as required.
- Counsel staff in terms of career goals.

# Manager for Office of Finance and Administration



## Reports To

Assistant Director, Human Resources and Professional Development



## Supervises

Business Analysts, Human Resources Specialists, Postal Technician, Publications Distribution Specialist, Bill Distribution Specialists, Telecommunication Supervisor and Inventory and Maintenance Supervisor



## Job Description

Under the direction of the Assistant Director for Human Resources and Professional Development, supervises and coordinates the work of all employees in LRC's business office.



## Education Requirements

A bachelor's degree with an emphasis in management, business, public administration or a related field.



## Experience Requirements

Ten years of practical work experience in office management and professional development; three of which must be in a supervisory capacity.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to assist, instruct, develop, and manage professional, technical, support staff level, and other employees, and to evaluate effectively their performance.



## Job Duties

- Supervise and coordinate the work of all employees in the agency's Office of Operations.
- Manage Accounts Payables, Receivables, Payroll, Inventory Control, Telecommunications, Publications, Bill Room and Mail Room

## Manager for Office of Finance and Administration



- Assist in the development, interpretation and enforcement of agency business policies and procedures.
- Develop and recommend the establishment, modification, and/or abolishment of operational policies and procedures.
- Assess staff training needs and make recommendations.
- Represent the agency in meetings when assigned.
- Participate in workshops, seminars and conferences when assigned.
- Maintains records as required.
- Perform other related duties as assigned.

# Human Resources Specialist



## Reports To

Assistant Director, Human Resources and Professional Development and Manager, Office of Finance and Administration



## Supervises

None



## Job Description

Under the direction of the Assistant Director for Human Resources and Professional Development and Manager for Office of Finance and Administration, provide professional human resource services to LRC staff.



## Education Requirements

A bachelor's degree with an emphasis in personnel, business, public administration or a related field. Additional work experience may be substituted for the bachelor's degree on year for year basis.



## Experience Requirements

Must have one year of work experience in human resources or relevant field.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to enter, process, and monitor all employee timesheets.
- Maintain and update personnel and payroll information using the KHRIS system.



## Job Duties

- Provide responses to staff inquires related to their human resource needs
- Process and approve all Personnel Action Notifications.

# Human Resources Specialist



- Provide technical assistance relative to personnel, payroll, and benefits administration to agency management and employees.
- Review payroll or position actions and position descriptions for accuracy and conduct audits when necessary.
- Recommend new class specifications and revisions in existing specifications when necessary.
- Respond to employment verification inquiries; prepare documents relating to court ordered garnishments, worker's compensation, and retirement.
- Interview and counsel employees seeking career alternatives.
- Assess employees' applications relative to their meeting minimum qualifications for specific classifications.
- Coordinates internal promotion programs for agency employees.
- Process agency unemployment insurance claims or workers' compensation claims.
- Coordinate education and training programs to include tuition assistance, educational leave, outside training, and related programs.
- Responsible for coordination of special projects.
- Update and Maintain the LRC Online Phonebook & Employee Reporting Spreadsheet.
- Create and maintain personnel reports in EXCEL, KHRIS & in-house Personnel Application.
- Issue and maintain all I.D. Badges for employees, legislators, lobbyists, and media personnel; order supplies as needed.
- Communicate weekly with the Personnel Cabinet for any discrepancies in policies.
- Schedule all interpreters for Committee meetings as needed.
- Obtain various documents for Open Record Requests.
- File and maintain all personnel records.
- Process all vouchers from Legislators' travel by the COB of the last working day of the month.
- Assist with Open Record Requests; including but not limited to requests from the Director's office, other legislators and outside requests.
- Administer payroll for all legislators and GA session employees using the CAT2 timesheet.
- Administer personnel actions for all legislators and GA session employees using the KHRIS system.
- Process all health and life insurance, benefits, and retirement.
- Process TP, ITA/ITI, CR, PRC, JV2T: Work in eMars to process travel payments, inter-account transactions, credits, Payment Requests & Journal Vouchers.
- Audit and process all staff travel vouchers for conformity to the staff travel guidelines.
- Any other duties as assigned.



# Human Resources Specialist



## Stratification

**Level I** Become familiar with the fundamental concepts, practices and procedures with personnel, payroll, and benefits laws and administration. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures with personnel, payroll, and benefits administration. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures with personnel, payroll, and benefits administration to the completion of difficult assignments. Usually work with minimal supervision, confer with superior on unusual matters. Assignments are broad in nature requiring originality and a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply comprehensive knowledge of personnel, payroll, and benefits administration to the completion of complex assignments. Under general supervision, plan, conduct and supervise assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge of personnel, payroll, and benefits administration to the completion of significant assignments. Have well-developed leadership qualities and crosses fields. Plan and conduct larger and more important projects and may take the lead or direct. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply advanced knowledge of personnel, payroll, and benefits administration to the completion of projects with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct research, development work for complex projects and supply technical assistance, leadership and consultation to professional co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Business Analyst



## Reports To

Manager, Office of Finance and Administration



## Supervises

None



## Job Description

Under the direction of the Office of Finance and Administration Manager, provide procurement management of and payment for goods and services.



## Education Requirements

A bachelor's degree in accounting, payroll, personnel, business, public administration or a related field is preferred. Additional work experience may be substituted for the degree on year for year



## Experience Requirements

Must have one year of practical work experience in accounting/procurement



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to enter, process, and monitor purchases and procurement activities.



## Job Duties

- Source and obtain suppliers not on state procurement contracts.
- Perform administrative work associated with procurement.
- Work closely with IT staff on computer purchases, maintenance agreements
- Generate and process RFB/RFP.
- Verify and authorize invoices with approvals for Accounts Payables.



- Coordinate with leaders for newly elected legislators; hotel reservations for new member orientation, and accurate contact information for the agency.
- Prepare year-end closing report.
- Maintain and administer LRC and General Assembly subscriptions and database.
- Generate and process invoices monthly through the LRC OCIT database, Inter-account state agencies for subscriptions and purchases, and receive and post monies received from the monthly invoices and ITAs.
- Maintain LRC/GA copier contacts; process upgrades as contracts expire. Coordinate network setup with OCIT.
- Assist with documenting Fixed Assets purchases in eMARS. Maintain inventory reports, and assemble documentation for property insurance reporting.
- Act as agency auto insurance liaison; maintain vehicle inventory records, complete mid-year and year-end audits; file claims as necessary.
- Create and maintain fuel cards for the LRC fleet; replace and cancel cards as needed.
- Provide payment documentation for open records requests.
- Perform other duties as assigned.

## Stratification



**Level I** Become familiar with the fundamental concepts, practices and procedures with procurement administration and eMARS . Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures with procurement administration and eMARS and have a basic understanding for reporting. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures with procurement administration and eMARS to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature requiring originality and have a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply comprehensive knowledge of procurement administration and eMARS to the completion of complex assignments and developing of reports. Under general supervision, plan, conduct and supervise assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge of procurement administration and eMARS to the completion of significant assignments. Have well-developed leadership qualities and crosses fields. Plan and conduct larger and more important projects and may take the lead or direct. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

## Business Analyst



**Level VI** Possess and apply advanced knowledge of procurement administration and eMARS to the completion of projects with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct research, development work for complex projects and supply technical assistance, leadership and consultation to professional co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Postal Technician



## Reports To

Manager, Office of Finance and Administration



## Supervises

None



## Job Description

Under the direction of the Office of Finance and Administration, perform a variety of business services tasks, including mail room management.



## Education Requirements

High School Diploma, GED.



## Experience Requirements

Must have one year of practical work experience in an office environment.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.



## Job Duties

- Sort and deliver messenger and US mail twice a day to the Capitol and the Annex.
- Deliver newspapers to the Capitol offices twice a day.
- Deliver bulk mail to the Legislators as needed.
- Sort and deliver Interim Records once a month to the Capitol and the Annex. Mail out around 100 Interim Records to other agencies.
- Deliver the Communicator to Capitol and the Annex bimonthly.
- Serve as back up for publication distribution and the public bill room.

# Postal Technician



- Other duties as assigned.

## Stratification



**Level I** Become familiar with the fundamental concepts, practices and procedures with routine postal duties and operation of postal equipment. Under immediate supervision, perform assigned tasks (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures routine postal duties and operation of postal equipment. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures with routine postal duties and operation of postal equipment to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. (Senior)

**Level IV** Possess and apply comprehensive knowledge routine postal duties and operation of postal equipment to the completion of complex assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge distribution routine postal duties and operation of postal equipment to the completion of significant assignments. Have well-developed leadership qualities and crosses fields. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply advanced knowledge of routine postal duties and operation of postal equipment to the completion of assignments with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct development work for complex projects and supply technical assistance, leadership and consultation to co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Bill Distribution Specialist



## Reports To

Manager, Office of Finance and Administration



## Supervises

None



## Job Description

Under the direction of the Office of Finance and Administration Manager, manage the Public Bill Room.



## Education Requirements

High School Diploma or GED.



## Experience Requirements

Must have one year of maintaining files and interacting with the public in an office environment.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.



## Job Duties

- Maintain copies of all legislative bills proposed and passed by the General Assembly.
- Sort, file, and distribute to lobbyist, other members of the public or staff as needed copies of the legislation proposed and passed by the General Assembly.
- Enter charges for bills, copies, and the record distributed to lobbyist and other members of the public.
- Answer calls by the public in regards to proposed legislation or direct them to the correct person who can answer their question.
- Cover the publications and overnight mailings as needed.

# Bill Distribution Specialist



- Cover US mail distribution as needed .
- Distribute copies of passed or proposed legislation from the previous session

## Stratification



**Level I** Become familiar with the fundamental concepts, practices and procedures with distribution of bills, eMARS and monetary transactions. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures distribution of bills, eMARS and monetary transactions and have a basic understanding for reporting. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures with distribution of bills, eMARS and monetary transactions to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature require originality and have a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply comprehensive knowledge of distribution of bills, eMARS and monetary transactions to the completion of complex assignments and developing of reports. Under general supervision, plan, conduct and supervise assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge distribution of bills, eMARS and monetary transactions to the completion of significant assignments. Have well-developed leadership qualities and crosses fields. Plan and conduct larger and more important projects and may take the lead or direct. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply advanced knowledge of distribution of bills, eMARS and monetary transactions to the completion of projects with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct research, development work for complex projects and supply technical assistance, leadership and consultation to professional co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)



# Publications Distribution Specialist



## Reports To

Manager, Office of Finance and Administration



## Supervises

None



## Job Description

Under the direction of the Office of Finance and Administration Manager, manage the publications and distribution operations of LRC.



## Education Requirements

High School Diploma or GED.



## Experience Requirements

Must have one year of practical work experience in an office environment.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.



## Job Duties

- Coordinate Publications Office.
- Coordinate logistics and distribution of publications.
- Coordinate operations of parcel post mail.
- Record and mail out all overnight packages for ups/fed-ex/usps for All Legislators and staff.
- Keep a daily and monthly manifest of all packages sent through LRC.
- Handle Legislators postage accounts with daily and monthly and annual tallies for the business office.

# Publications Distribution Specialist



- Function as back up to the mail delivery, sorting all incoming mail and packages to mail services.

## Stratification



**Level I** Become familiar with the fundamental concepts, practices and procedures with distribution of publications, eMARS and parcel post. Under immediate supervision perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures distribution of publications, eMARS and parcel post and has a basic understanding for reporting. Under supervision, perform work that is varied and technical but usually involve limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures with distribution of publications, eMARS and parcel post to the completion of difficult assignments. Usually work with minimal supervision, and confer with superior on unusual matters. Assignments are broad in nature, requiring originality and a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply comprehensive knowledge of distribution of publications, eMARS and parcel post to the completion of complex assignments and develop of reports. Under general supervision, plan, conduct and supervise assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge distribution of publications, eMARS and parcel post to the completion of significant assignments. Have well-developed leadership qualities and crosses fields. Plan and conduct larger and more important projects and may take the lead or direct. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply advanced knowledge of distribution of publications, eMARS and parcel post to the completion of projects with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct research, development work for complex projects and supply technical assistance, leadership and consultation to professional co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Telecommunications Supervisor



## Reports To

Manager, Office of Finance and Administration



## Supervises

Telecommunications Specialist



## Job Description

Under the direction of the Office of Finance and Administration Manager, supervise maintenance and operations of all phone and television cable services and wires.



## Education Requirements

A bachelor's degree in electronics, electrical engineering, or a closely related field.



## Experience Requirements

Must have seven years of practical work experience in electronics, telephone systems repair, or maintenance or installation, or design of private branch telephone exchanges (PBXs). Additional years of work related experience may substitute for Bachelor's on a year for year basis.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to work with a variety of complex computerized or electro-mechanical PBX switching components and telephone terminal equipment.
- Experience in managing subordinate technicians in telephone installation and repair.
- Ability to consult and advise LRC management in installation and maintenance concerns.
- Certification by AT&T on the G-2 System and in maintenance of the AT&T Accounting System and Audix.

## Job Duties

# Telecommunications Supervisor



- Perform daily diagnosis and maintenance of Definity G-3 Lucent-Avaya PBX.
- Perform daily diagnosis and maintenance of Audix Intuity Voice mail system.
- Provide end-user support and training for all telecommunication equipment.
- Maintain the components of the In-House KET television system along with the Frankfort Plant Board feeds.
- Provide end-user support and training for television systems.
- Provide advice and support for facilities electrical and lighting issues that arise.
- Provide advice and support on renovations and office construction.
- Support fax machines and other office equipment when needed.
- Help maintain and support Legislative Message Center, Bill Status Center, and switchboard.
- Perform other duties as assigned.

# Telecommunications Specialist



## Reports To

Telecommunications Supervisor



## Supervises

None



## Job Description

Under the direction of the Telecommunications Supervisor, perform maintenance and operation of all phone and television cable services and wires.



## Education Requirements

High School Diploma or GED.



## Experience Requirements

Must have four years of work experience in electronics, telephone systems repair, or maintenance or installation, or design of private branch telephone exchanges (PBXs).



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to work with a variety of complex computerized or electro-mechanical PBX switching components and telephone terminal equipment.
- Experience in managing subordinate technicians in telephone installation and repair.
- Ability to consult and advise LRC management in installation and maintenance concerns.



## Job Duties

- Maintain and repair Phone System Switch.
- Install wiring for Work Station including phone, computer and closed circuit television.
- Install phone and television for Work Station.

# Telecommunications Specialist



- Program phone and television per users specs.
- Create and Redirect Dial Tone as needed.
- Assign extension numbers for users.
- Maintain, create and program Voicemail System for users.
- Make changes to users phone programming.
- Install or redirect Cable television signal as needed.
- Perform periodic Phone System Audits.
- Perform other duties as assigned.



## Stratification

**Level I** Become familiar with the fundamental concepts, practices and procedures for installation of telecom equipment and wiring of phones, televisions and cable. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures for installation of telecom equipment and wiring of phones, televisions and cable. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures for installation of telecom equipment and wiring of phones, televisions and cable to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. (Senior)

**Level IV** Possess and apply comprehensive knowledge of installation of telecom equipment and wiring of phones, televisions and cable to the completion of complex assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge installation of telecom equipment and wiring of phones, televisions and cable to the completion of significant assignments. Have well-developed leadership qualities. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply advanced knowledge of installation of telecom equipment and wiring of phones, televisions and cable to the completion of assignments with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct development work for complex projects and supply technical assistance, leadership and consultation to co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Switchboard Operator Supervisor



## Reports To

Assistant Director, Human Resources and Professional Development



## Supervises

Switchboard Operators



## Job Description

Under direction of the Assistant Director for Human Resources and Professional Development, supervises and coordinates the work of all LRC switchboard services and operations.



## Education Requirements

High School Diploma or GED.



## Experience Requirements

Must have two years of experience in work involving the operation of a telephone console, one year of which shall have been in a supervisory capacity.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to assist, instruct, develop, and manage professional, technical, support staff level, and other employees, and to evaluate effectively their performance.
- Knowledge of the mechanical problems involved in operating and supervising the operation of a telephone unit.
- Knowledge of the methods used in handling special calls, in investigating and adjusting complaints and monitoring calls.
- Ability to analyze the mechanical problems involved in operating a telephone console.

# Switchboard Operator Supervisor



## Job Duties

- Plan, organize and assign the work of the switchboard unit and evaluate employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting and disciplining of subordinates.
- Formulate and supervise the formulation of working procedures for switchboard telephone operators.
- Plan and test individual working schedules for operating personnel.
- Assist in monitoring the monitor the Emergency Telephone System and take action consistent with protocol when answering calls on that System.
- Provide personnel planning moves and reorganizations with statistical information about the unit and its equipment.
- Identify sources of equipment malfunction; reports mechanical difficulties and failures to agency staff or the telephone company.
- Direct the handling of special calls.
- Train and supervise the training of new operators in the procedures, usages and the operation of equipment and at intervals checks the accuracy of the operators in the unit.
- Investigate complaints of operator discourtesy and inefficiency and suggests adjustments.
- May monitor calls received by the automated system to ensure that the system is functioning.
- Keep time records and other records and files.
- Maintain a list of extensions.
- May make minor repairs to equipment.
- May perform routine clerical work.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Ability to perform all the duties of a switchboard operator.



# Switchboard Operator



## Reports To

Switchboard Operator Supervisor



## Supervises

None



## Job Description

Under supervision of the Supervisor of Switchboard Operators, operates one or more positions on a single or multiple position console in a private branch exchange (PBX) or Centrex switchboard, provides information to clients, and does related clerical tasks and other work as required.



## Education Requirements

High School Diploma or GED.



## Experience Requirements

Must have one year of experience in work involving the operation of a telephone console.



## Knowledge, Skills & Abilities

- Knowledge of mechanical problems involved in operating a private branch exchange (PBX) or Centrex consol.
- Knowledge of clerical routines.
- Ability to relay information.
- Ability to learn from oral and written explanations and from demonstration.
- Ability to operate a private branch exchange (PBX) telephone or Centrex console.
- Ability to comprehend the internal organization and policies of the department, institution, or agency concerned.
- Ability to speak clearly.
- Ability to do simple clerical tasks and prepare bills.
- Ability to remember names, dates, and persons.
- Ability to keep records.

# Switchboard Operator



- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Knowledge of the mechanical problems involved in operating and supervising the operation of a telephone unit.
- Knowledge of the methods used in handling special calls, in investigating and adjusting complaints and monitoring calls.
- Ability to analyze the mechanical problems involved in operating a telephone console.



## Job Duties

- Places and receives local, regular, toll and long distance calls and relays intra-system calls.
- Provides directory assistance and assistance placing calls including conference calls; advises callers of telephone number if extension is busy.
- Provides general information regarding agency organization, location and staff; directs requests for other information to the correct staff member or organization.
- Assists callers using the automated telephone system.
- May monitor calls received by the automated system to ensure that the system is functioning.
- Assist in monitoring the monitor the Emergency Telephone System and take action consistent with protocol when answering calls on that System.
- May connect calls made to using WATS (Wide Area Telephone Service) lines, or similar systems.
- Maintains records on all reported trouble with the telephones and on conference calls.



## Stratification

**Level I** Becoming familiar to the fundamental operations, requirements, and procedures of an LRC PBX switchboard operator. Works under immediate supervision within the switchboard office at all times. (Entry)

**Level II** Knows and applies the fundamental operations, requirements, and procedures of an LRC PBX switchboard operator. Still with basic supervision but has greater knowledge and autonomy while under pressure. At least one year of PBX experience. (Intermediate)

**Level III** Possesses and applies broad knowledge for LRC PBX switchboard operations, requirements, and fundamentals. Available to train new operators. Works with minimal supervision. Requires three years of PBX experience. (Senior)

**Level IV** Possesses and applies a comprehensive knowledge of operations and requirements for an LRC PBX switchboard operator. Under general supervision but is trusted to plan assignments

# Switchboard Operator



and tasks in addition to directing calls. Has the ability to provide input for decisions with the switchboard. Requires five years of PBX experience. (Lead)

**Level V** Must have complete knowledge of operations and requirements for an LRC PBX switchboard operator. Show leadership and supervisory abilities. Plans and conducts larger and more important projects. May act in liaison capacities for the switchboard. Operates with autonomy on many aspects. Requires 7 years of switchboard operator but outside supervisory experience may be substituted for PBX experience. (Specialist)

**Level VI** Possesses and applies advanced knowledge of operations and requirements for an LRC PBX operator. Must have achieved recognized standing. Able to plan, conduct, and direct operations in every aspect of switchboard operations. Operates as liaison and may assign such abilities to others as needed. Generally works within a wide latitude within the switchboard. Ten years of switchboard experience but outside supervisory experience may be substituted for PBX experience. (Supervisor)

# Inventory and Maintenance Supervisor



## Reports To

Manager, Office of Finance and Administration



## Supervises

Inventory and Maintenance Assistants



## Job Description

Under the direction of the Office of Finance and Administration Manager, supervises and coordinates the work of all employees in the agency's inventory and maintenance office, and office services.



## Education Requirements

A bachelor's degree in facilities management and inventory control. Additional work experience may be substituted for a bachelor's degree on a year for year basis.



## Experience Requirements

Must have five years of practical work experience in inventory management, facilities management, and office services.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.
- Ability to assist, instruct, develop, and manage professional, technical, support staff level, and other employees, and to evaluate effectively their performance.



## Job Duties

- Supervise the LRC Inventory Control and Maintenance staff.
- Make sure purchased LRC property is tagged with an inventory number.
- Enter newly purchased LRC property in the E-Mars Inventory system.

# Inventory and Maintenance Supervisor



- Maintain monthly reports on LRC vehicles.
- Submit insurance upgrades every six months, or as needed.
- Organize LRC property that is going to be surplus property. Create the necessary forms.
- Create the fiscal year ending CAFR report for finance. This report consists of LRC items costing \$5,000.00 or more.
- Make sure the LRC warehouse is maintained in an orderly manner.
- Assist as needed in the House and Senate chambers. The main concerns are the sound systems and the House voting board. Check all desks and chairs for damage.
- Provide the CLE programs with sound and the wireless system, if necessary.
- Monitor all committee rooms for problems. Sound systems and damaged furniture.
- Schedule off-site committee meeting when the portable sound system is necessary.
- The Inventory Control and Maintenance office assists all LRC staff and GA staff, and of course all legislators, with any problem that we can handle. The guys who work for me generally do an outstanding job.
- Manage inventory and LRC facilities in the Capitol and Annex, and off campus properties.

# Inventory and Maintenance Assistant



## Reports To

Inventory and Maintenance Supervisor



## Supervises

None



## Job Description

Under the supervision of the Inventory and Maintenance Supervisor, perform a variety of inventory maintenance and office services High School Diploma or GED.



## Education Requirements

High School Diploma or GED.



## Experience Requirements

None.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent.



## Job Duties

- Making sure purchased LRC property is tagged with an inventory number.
- Entering newly purchased LRC property in the E-Mars Inventory system.
- Maintain monthly reports on LRC vehicles.
- Submit insurance upgrades every six months, or as needed.
- Organize LRC property that is going to be surplus property. Create the necessary forms.
- Create the fiscal year ending CAFR report for finance. This report consists of LRC items costing \$5,000.00 or more.
- Make sure the LRC warehouse is maintained in an orderly manner.

# Inventory and Maintenance Assistant



- Assist as needed in the House and Senate chambers. The main concerns are the sound systems and the House voting board. Check all desks and chairs for damage.
- Provide the CLE programs with sound and the wireless system, if necessary.
- Monitor all committee rooms for problems. Sound systems and damaged furniture.
- Schedule off-site committee meeting when the portable sound system is necessary.

## Stratification



**Level I** Become familiar with the fundamental concepts, practices and procedures for inventory, surplus, and operation of sound systems. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, practices and procedures for inventory, surplus, and operation of sound systems. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of principles, practices and procedures for inventory, surplus, and operation of sound systems to the completion of difficult assignments. Usually work with minimal supervision, confer with superior on unusual matters. (Senior)

**Level IV** Possess and apply comprehensive knowledge of inventory, surplus, and operation of sound systems to the completion of complex assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply comprehensive knowledge of inventory, surplus, and operation of sound systems to the completion of significant assignments. Have well-developed leadership qualities and begin the process of learning about eMARS reporting. May act in liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply advanced knowledge of inventory, surplus, and operation of sound systems and eMARS reporting's to the completion of assignments with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct and direct development work for complex projects and supply technical assistance, leadership and consultation to co-workers. May represent the agency in outside discussion and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Statute Revision



**Reviser of Statutes**

**Assistant Reviser of Statutes**

**Bill Processing Assistant**

**Bill Tracking Manager**

**Bill Tracking Assistant**

**Assistant Senate Journal Clerk**

**Assistant House Journal Clerk**



# Reviser of Statutes



## Reports To

Director, Legislative Research Commission



## Supervises

Assistant Reviser of Statutes and Bill Processing Assistants, Assistant Senate Journal Clerk and Assistant House Journal Clerk



## Job Description

Oversees and manages professionals and staff who prepare and review drafts of legislation and conduct legal research, track bill folders through the drafting and introduction process, process bill draft versions through the bill processing application, and prepare House and Senate Journals of daily proceedings. Manages the codification of enacted legislation and the preparation of the publication of session laws. Maintains the accuracy of the official database of Kentucky law.



## Education Requirements

Juris Doctorate, a master's degree or other advanced degree in government, public policy or administration, or political science. Those presenting a law degree must possess it from a law school accredited by the American Bar Association and be admitted or eligible for admission to the Kentucky Bar



## Experience Requirements

Must have ten years of experience in public policy, legislative management, legal analysis, or a related field, which must include substantial bill drafting as a primary responsibility in a supervisory role.

Statute revision work may substitute for the supervisory bill drafting experience on a year-for-year basis.

Advanced knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Ability to assign, instruct, develop, supervise, and manage professional, technical, staff support level, and other employees and to effectively evaluate their performance.



- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of bill drafting and codification requirements, practices, techniques, and procedures paired with strong editorial skills, and the ability to interpret federal, state, and local laws, regulations, and legal precedent.
- Strong research skills and the ability to prepare succinct written analysis of complex projects and issues.
- Strong general research and legal research ability, including the ability to prepare legal analyses and legal memoranda.
- Ability to maintain strict confidentiality of bill draft content.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and meet specific deadlines.
- Excellent skills in using Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Excellent skills in using LRC's bill drafting and bill processing applications and designing modifications to enhance the use of those applications.
- Ability to maintain records and files.



## Job Duties

- Manages communication with legislators, legislative staff, public and private representatives, and members of the public. Conducts training of legislative staff in bill drafting procedures and techniques.
- Maintain the accuracy of the official version of the Kentucky Revised Statutes in an electronic database.
- Supervise the operations of Statute Revision, Bill Tracking, Bill Processing, and House and Senate Journal staff.
- Oversee the preparation of the work product of all of LRC's bill drafters.
- Assist bill drafters in their use of the electronic Bill Drafting application.
- Conduct editorial and legal reviews of all drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports prepared by LRC committee staff and other agency bill drafters.
- Supervise and review the drafting of the biennial branch budget bills and biennial and six-year road construction plans.
- Supervise the committee and floor processes concerning the biennial branch budget bills and the two road construction plans.
- Consult with bill drafters on needed revisions to bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.



- Conduct any needed legal research pertaining to statutes, the Kentucky and United States Constitutions, submitted drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Answer questions from bill drafters and legislators concerning the preparation of drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Answer questions from legislators, the public, and other state agency personnel concerning statutes, the Kentucky Constitution, introduced bills and resolutions, filed committee and floor amendments, adopted committee substitutes, and filed conference committee and free conference committee reports.
- Provide information on the legislative history of statutes as requested.
- Provide versions of superseded statutes upon the request of attorneys and judges.
- Certify the text of Kentucky's statutes for courts in other states and foreign countries.
- Prepare the publication of the Kentucky Acts following each regular and extraordinary session
- Oversee the population of data concerning the Kentucky Acts in a database that produces Acts tables that are included in the publication of the Kentucky Acts.
- Coordinate after each regular and extraordinary session with the two certified publishers of the Kentucky Revised Statutes on the text and numbering of enacted statutes addressed in each year's codification.
- Advise the two certified KRS publishers of other changes to statute text, catchlines, and LRC notes throughout the year that are unrelated to each session's codification project.
- Provide the two certified KRS publishers with statutory data to assist their preparation of replacement statute volumes.
- Monitor the text of the statutes produced by the two certified publishers to ensure their conformity with the text of the official KRS database.
- Develop and coordinate improvements to the electronic Bill Drafting and Bill Processing applications.
- Codify new statutes and sections of the Kentucky Constitution and assign numbers and catchlines.
- Review and edit the text of statutes in enacted bills and modify statute catchlines as necessary.
- Incorporate amendatory text into existing statutes from enacted bills and, in the case of multiple amendments to the same statute, determine whether the amendments are or are not in conflict.
- Correct manifest clerical or typographical errors in the text of bills, resolutions, and statutes.
- Prepare "LRC Notes" to be included with statutes to provide information on their construction or to explain needed revisions to statutory text made in codification.
- Proofread documents prepared by Bill Processing that incorporate the revisions of the text of enacted bill text.



- Make corrections as needed to errors in enacted legislation submitted to the Governor after a regular or extraordinary session as permitted by statute.
- Prepare “Reviser’s Bills” for introduction in the General Assembly to revise and correct problems that exist in the Kentucky Revised Statutes that are not corrections of manifest clerical or typographical errors.
- Revise LRC’s Bill Drafting Manual as needed.
- Organize and conduct three annual training courses for LRC’s bill drafters
- Organize and conduct training courses and seminars for executive agency staff and other interested parties, included Continuing Legal Education courses approved by the Kentucky Bar Association.
- Interview and recommend hiring of staff.
- Review and evaluate staff work to ensure competence, identify weaknesses, determine the need for additional training, and conduct training.

# Assistant Reviser of Statutes



## Reports To

Reviser of Statutes



## Supervises

None



## Job Description

Under direction of the Reviser of Statutes, conduct legal and editorial reviews of drafts of bills, resolutions, and amendments and conducts legal research as needed to complete the reviews. Assist in the codification of enacted legislation. Communicate with legislators, legislative staff, public and private representatives, and members of the public as needed concerning the drafting of legislation and enacted legislation.



## Education Requirements

Juris Doctorate, a master's degree or other advanced degree in government, public policy or administration, or political science. Those presenting a law degree must possess it from a law school accredited by the American Bar Association and be admitted or eligible for admission to the Kentucky Bar.



## Experience Requirements

Must have six years of experience in public policy, legislative management, legal analysis, or a related field, which must include substantial bill drafting as a primary responsibility. Advanced knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Detailed knowledge of bill drafting and codification requirements, practices, techniques, and procedures paired with strong editorial skills, and the ability to interpret federal, state, and local laws, regulations, and legal precedent.
- Strong research skills and the ability to prepare succinct written analysis of complex projects and issues.

# Assistant Reviser of Statutes



- Strong general research and legal research ability, including the ability to prepare legal analyses and legal memoranda.
- Ability to maintain strict confidentiality of bill draft content.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and meet specific deadlines.
- Excellent skills in using Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Excellent skills in using LRC's bill drafting and bill processing applications.
- The ability to maintain records and files.



## Job Duties

- Conduct editorial and legal reviews of all drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports prepared by LRC committee staff and other agency bill drafters.
- Review summaries and index entries of bills and resolutions for the Legislative Record.
- Consult with bill drafters on needed revisions to bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Conduct any needed legal research pertaining to statutes, the Kentucky and United States Constitutions, submitted drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Answer questions from bill drafters concerning their initial preparation of drafts of bills, resolutions, committee and floor amendments, proposed and adopted committee substitutes, conference committee reports, and free conference committee reports.
- Answer questions from legislators, the public, and other state agency personnel concerning statutes, the Kentucky Constitution, introduced bills and resolutions, filed committee and floor amendments, adopted committee substitutes, and filed conference committee and free conference committee reports.
- Provide information on the legislative history of statutes as requested.
- Provide versions of superseded statutes upon the request of attorneys and judges.
- Review numbers and catchlines assigned by the Reviser of Statutes to new statutes created in enacted legislation.
- Review and edit the text of statutes in enacted bills and modifying statute catchlines as necessary.
- Incorporate amendatory text into existing statutes from enacted bills and, in the case of multiple amendments to the same statute, determining whether the amendments are or are not in conflict.



- Proofread documents prepared by Bill Processing that incorporate the revisions of the text of enacted bill text.
- Suggest revisions to LRC's Bill Drafting Manual for consideration by the Reviser of Statutes.
- Suggest topics for inclusion in training sessions for bill drafters conducted by the Reviser of Statutes.



## Stratification

**Level I** Become familiar with the fundamental concepts, principles, practices, and procedures involved with reviews of bill drafts and amendments, codification, statutory and constitutional research, and determination of legislative history. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, principles, practices, and procedures involved with reviews of bill drafts and amendments, codification, statutory and constitutional research, and determination of legislative history. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of statute revision, codification, and legal research practices and procedures to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature requiring originality and has a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply a comprehensive knowledge of statute revision, codification, and legal research practices and procedures to the completion of complex assignments. Under general supervision, plan, conduct, and supervise assignments. Recommend changes in procedures and operates with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply a comprehensive knowledge of statute revision, codification, and legal research practices and procedures to the completion of significant assignments. Have well-developed leadership qualities and cross fields of expertise. Plan and conduct larger and more important projects and may take the lead or direct. May act in a liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply an advanced knowledge of statute revision, codification, and legal research practices and procedures to the completion of projects with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct, and direct research and development of work for complex projects, and supply technical assistance, leadership, and consultation to professional co-workers. May represent the Reviser of Statutes or the agency in discussions with outside groups and generally work with wide latitude for unreviewed action or decision. (Consultant)



# Bill Processing Assistant



## Reports To

Reviser of Statutes



## Supervises

None



## Job Description

Under direction of the Reviser of Statutes, generate electronic versions of draft legislation based on edits provided by Statute Revision. Enter computer data concerning bill and amendment introductions for inclusion in the *Legislative Record*. Process electronic versions of minutes of committee meetings. Perform word processing functions to facilitate the codification of enacted laws. Prepare electronic versions of summaries of enacted legislation.



## Education Requirements

High school diploma or GED.



## Experience Requirements

Must have five years of experience in an administrative or government position, which must include substantial word processing and computer entry duties as a primary responsibility. Knowledge of the legislative process is preferred.



## Knowledge, Skills & Abilities

- Excellent skills in using LRC's Bill Processing and Bill Status applications.
- Excellent skills in using Microsoft Office products, including Word, Excel, and Outlook.
- Ability to pay close attention to detail in a high-pressure environment for extended periods of time.
- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to maintain strict confidentiality of bill draft content.
- Excellent proofreading skills.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and meet specific deadlines.



# Bill Processing Assistant



- Ability to maintain records and files.



## Job Duties

- Electronically generate electronic bill drafts, resolutions, and committee substitutes in the Bill Processing application.
- Electronically engross committee amendments and floor amendments into bills, committee substitutes, and resolutions in the Bill Processing application.
- Electronically engross conference committee reports and free conference committee reports into bills and resolutions in the Bill Processing application.
- Electronically prepare versions of bills and concurrent and joint resolutions in the Bill Processing application for presentation to the presiding officers of the House of Representatives and Senate for their signature.
- Perform data entry for the Legislative Record consisting of introduced bill and resolution numbers, adopted committee substitutes, committee and floor amendment numbers, summaries of bills, resolutions, and amendments, index entries, and legislative sponsor names in the Bill Status application.
- Electronically prepare the revised codification text of each section in each enacted bill in the Bill Processing application as directed by Statute Revision.
- Proof all bill and resolution and codification documents produced.
- Correct typographical errors in bills and resolutions as indicated by bill drafters and the Reviser of Statutes.
- Update and edit all index entries pertaining to enacted bills (Acts) for each session's General Assembly Action publication.
- Correct typographical errors in Acts documents as indicated by Statute Revision.
- Electronically process committee minutes for the Legislative Record and the LRC Web site.
- Update the text of statutes in the statutory database as directed by the Reviser of Statutes.



## Stratification

**Level I** Become familiar with the fundamental concepts, principles, practices, and procedures involved with the electronic processing of bills, resolutions, and committee substitutes, engrossment of amendments, processing of final enactments of bills and resolutions for enrollment, data entry of bill and amendment information for the *Legislative Record*, and preparation of the statutory database for codification. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, principles, practices, and procedures involved with the electronic processing of bills, resolutions, and committee substitutes, engrossment of amendments, processing of final enactments of bills and resolutions for

# Bill Processing Assistant



enrollment, data entry of bill and amendment information for the *Legislative Record*, and preparation of the statutory database for codification. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of bill processing, amendment engrossment, bill and resolution enrollment preparation, *Legislative Record* data entry, and codification practices and procedures to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature and require originality and have a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply a comprehensive knowledge of bill processing, amendment engrossment, bill and resolution enrollment preparation, *Legislative Record* data entry, and codification practices and procedures to the completion of complex assignments. Under general supervision, plan, conduct, and supervise assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply a comprehensive knowledge of bill processing, amendment engrossment, bill and resolution enrollment preparation, *Legislative Record* data entry, and codification practices and procedures to the completion of significant assignments. Have well-developed leadership qualities and crosses fields of expertise. Plan and conduct larger and more important projects and may take the lead or direct. May act in a liaison capacity and operates with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply a comprehensive knowledge of bill processing, amendment engrossment, bill and resolution enrollment preparation, *Legislative Record* data entry, and codification practices and procedures to the completion of significant assignments. Have well-developed leadership qualities and crosses fields of expertise. Plan and conduct larger and more important projects and may take the lead or direct. May act in a liaison capacity and operates with considerable capacity for unreviewed action and decision. (Consultant)



## Reports To

Reviser of Statutes



## Supervises

Bill Tracking Assistants



## Job Description

Under direction of the Reviser of Statutes, manages and directs staff who control the flow of bill folders in and out of the Bill Tracking Section. Generates, distributes, and tracks the movement of bill folders among bill drafters, Statute Revision, and the Bill Processing Section. Processes changes to bill drafts and bills with bill drafters for their approval. Prepares and jackets bills, resolutions, and committee substitutes for filing with the chamber clerks and printing. Initiates the delivery of committee meeting notices. Updates staff and committee member assignments.



## Education Requirements

Bachelor's degree with an emphasis in public policy or administration, government, or a law-related field.



## Experience Requirements

Must have seven years of experience in responsible administrative or government positions, which must include substantial organizational management experience and word processing and computer entry duties as primary responsibilities. Knowledge of state government and experience in the legislative process, specifically the flow of legislation, is necessary.



## Knowledge, Skills & Abilities

- Ability to assign, instruct, develop, supervise, and manage administrative staff and to effectively evaluate their performance.
- Ability to prioritize tasks and direct appropriate staff in their completion.
- The ability to review and evaluate staff work to ensure competence, identify weaknesses, determine the need for additional training, and conduct training.
- Excellent skills in using LRC's Bill Request Log, Bill Processing, and Bill Status applications.



- Excellent skills in using Microsoft Office products, including Word, Excel, and Outlook and the ability to quickly learn new computer applications.
- Excellent organizational and interpersonal skills.
- Ability to accurately multitask in a time-sensitive and high-pressure environment for extended periods of time while maintaining close attention to detail.
- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- The ability to maintain strict confidentiality of bill draft content.
- Excellent proofreading skills.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and meet specific deadlines.
- Ability to maintain records and files.



## Job Duties

- Supervise the operation of the Bill Tracking Section staff and direct their work assignments and output.
- Coordinate the flow of folders for bills, resolutions, and committee substitutes among bill drafters, Statute Revision, the Bill Processing Section, and the House and Senate Chambers.
- Maintain the filing system for bill requests.
- Track bill requests once assigned.
- Prepare bill request folders and necessary memoranda.
- Update the bill request log.
- Distribute the initial version of assigned bill request folders to bill drafters and thereafter as needed.
- Coordinate bill draft reviews and processing with Statute Revision and the Bill Processing Section.
- Distribute bill drafts to bill drafters for drafter approval when bill requests are completed by Bill Processing.
- Note any FISSTAT form impacts and distribute bill drafts and FISSTAT forms for assessment of bill drafts' impacts on affected areas.
- Jacket the final version of drafted bill requests for delivery to the appropriate chamber and sponsor and verify that only correct and appropriate versions of bill drafts are jacketed.
- Distribute bills passed by both chambers to bill drafters for verification of content, including any adopted amendments, conference committee reports, and free conference committee reports.
- Coordinate production of proposed and adopted committee substitutes and verify the accuracy and jacketing of adopted committee substitutes.
- Prepare and process documents for prefiling of legislation and notification and distribution of completed drafts to sponsors.

# Bill Tracking Manager



- Deliver prefiled bill drafts, introduced bills and resolutions, adopted committee substitutes, and enacted legislation to the print shop.
- Coordinate Web site updates relating to completed prefiled and introduced bill drafts.
- Coordinate with House and Senate Clerks of GA and EN versions of bills and resolutions prepared in advance for expedited chamber treatment.
- Control and maintain the electronic legislator committee assignment system.
- Process committee assignment reports from the House and Senate Clerks.
- Process committee assistant requests for memberships of legislative committees.
- Create, print, and distribute committee meeting reminder mail-out materials.
- Maintain committee staff changes.
- Maintain committee and task force membership changes received from the House and Senate Clerks and the LRC.

# Bill Tracking Assistant



## Reports To

Manager, Bill Tracking



## Supervises

None



## Job Description

Under the direction of the Bill Tracking Manager, generate, distribute, and track the movement of bill folders for bill drafts requested by members of the General Assembly among bill drafters, Statute Revision, and the Bill Processing Section. Process changes to bill drafts and bills with bill drafters for their approval. Prepare and jacket bills, resolutions, and committee substitutes for filing with the chamber clerks and printing. Initiate the delivery of committee meeting notices. Update staff and committee member assignments.



## Education Requirements

High school diploma or GED.



## Experience Requirements

Must have five years of experience in responsible administrative or government positions, which must include substantial word processing and computer entry duties as a primary responsibility. Knowledge of state government and the legislative process, specifically the flow of legislation, is preferred.



## Knowledge, Skills & Abilities

- Excellent skills in using LRC's Bill Request Log, Bill Processing, and Bill Status applications.
- Excellent skills in using Microsoft Office products, including Word, Excel, and Outlook and the ability to quickly learn new computer applications.
- Excellent organizational and interpersonal skills.
- Ability to accurately multitask in a time-sensitive and high-pressure environment for extended periods of time while maintaining close attention to detail.

# Bill Tracking Assistant



- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Ability to maintain strict confidentiality of bill draft content.
- Excellent proofreading skills.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and meet specific deadlines.
- Ability to maintain records and files.



## Job Duties

- Coordinate the flow of folders for bills, resolutions, and committee substitutes between bill drafters, Statute Revision, the Bill Processing Section, and the House and Senate Chambers.
- Maintain the filing system for bill requests.
- Track bill requests once assigned.
- Prepare bill request folders and necessary memoranda.
- Update the bill request log.
- Distribute the initial version of assigned bill request folders to bill drafters.
- Coordinate bill draft reviews and processing with Statute Revision and Bill Processing.
- Distribute bill drafts to bill drafters for drafter approval when bill requests are completed by Bill Processing.
- Note any FISSTAT form impacts and distribute bill drafts and FISSTAT forms for assessment of bill drafts' impacts on affected areas.
- Verify that correct versions of bill drafts are jacketed for delivery to the appropriate chamber and sponsor.
- Jacket the final version of drafted bill requests for delivery to the appropriate chamber and sponsor.
- Distribute bills passed by both chambers to bill drafters for verification of content, including any adopted amendments, conference committee reports, and free conference committee reports.
- Coordinate production of proposed and adopted committee substitutes.
- Verify accuracy of adopted committee substitutes.
- Prepare and process documents for prefiling of legislation and notification and distribution of completed drafts to sponsors.
- Deliver prefiled bill drafts and introduced bills and resolutions and adopted committee substitutes to the print shop.
- Coordinate Web site updates relating to completed prefiled and introduced bill drafts.
- Coordinate with House and Senate Clerks of GA and EN versions of bills and resolutions prepared in advance for expedited chamber treatment.
- Control and maintain the electronic legislator committee assignment system.





- Process committee assignment reports from the House and Senate Clerks.
- Process committee assistant requests for memberships of legislative committees.
- Create, print, and distribute committee meeting reminder mail-out materials.
- Maintain committee staff changes.
- Maintain committee and task force membership changes received from the House and Senate Clerks and the LRC.

## Stratification



**Level I** Become familiar with the fundamental concepts, principles, practices, and procedures involved with bill tracking, jacketing and delivery of bills, resolutions, and committee substitutes, engrossment of amendments, printing and distribution of final enactments of bills and resolutions for enrollment, distribution of committee meeting notices and agendas, and maintenance of staff and committee membership database. Under immediate supervision, perform assigned tasks. (Entry)

**Level II** Know and apply the fundamental concepts, principles, practices, and procedures involved with bill tracking, jacketing and delivery of bills, resolutions, and committee substitutes, engrossment of amendments, printing and distribution of final enactments of bills and resolutions for enrollment, distribution of committee meeting notices and agendas, and maintenance of staff and committee membership database. Under supervision, perform work that is varied and technical but usually involves limited responsibility. (Intermediate)

**Level III** Possess and apply a broad knowledge of bill tracking, bill introduction preparation, bill and resolution enrollment preparation, and committee information meeting and membership maintenance practices and procedures to the completion of difficult assignments. Usually work with minimal supervision, conferring with superior on unusual matters. Assignments are broad in nature requiring originality and a latitude for unreviewed action or decision. (Senior)

**Level IV** Possess and apply a comprehensive knowledge of bill tracking, bill introduction preparation, bill and resolution enrollment preparation, and committee information meeting and membership maintenance practices and procedures to the completion of complex assignments. Under general supervision, plan, conduct, and supervise assignments. Recommend changes in procedures and operate with substantial latitude for unreviewed action or decision. (Lead)

**Level V** Possess and apply a comprehensive knowledge of bill tracking, bill introduction preparation, bill and resolution enrollment preparation, and committee information meeting and membership maintenance practices and procedures to the completion of significant assignments. Have well-developed leadership qualities and crosses fields of expertise. Plan and conduct larger and more important projects and may take the lead or direct. May act in a liaison capacity and operate with considerable capacity for unreviewed action and decision. (Specialist)

**Level VI** Possess and apply an advanced knowledge of bill tracking, bill introduction preparation, bill and resolution enrollment preparation, and committee information meeting and membership



## Bill Tracking Assistant



maintenance practices and procedures to the completion of projects with major complexity. Must have achieved recognized standing through original contribution. Plan, conduct, and direct research and development of work for complex projects, and supply technical assistance, leadership, and consultation to professional co-workers. May represent the Bill Tracking Manager in discussions with partisan and nonpartisan staff and legislators and generally work with wide latitude for unreviewed action or decision. (Consultant)

# Assistant Senate Journal Clerk



## Reports To

Reviser of Statutes



## Supervises

None



## Job Description

Under the direction of the Reviser of Statutes, compiles the official record of each day's session of the Kentucky Senate and prepares the edited version for publication with contents pages, appendices, and indexes.



## Education Requirements

High school diploma or GED.



## Experience Requirements

Must have five years of experience in an administrative or government position, which must include substantial word processing and computer entry duties as a primary responsibility. Knowledge of the legislative process and familiarity with the structure of legislation is preferred.



## Knowledge, Skills & Abilities

- Excellent familiarity with the Rules of the Senate governing session proceedings.
- Excellent skills in monitoring and understanding legislative action as it occurs.
- Excellent recordation skills to accurately depict Senate floor action.
- Excellent skills in using Microsoft Office products, including Word, Excel, and Outlook.
- The ability to pay close attention to detail in a high-pressure environment for extended periods of time.
- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Excellent proofreading skills.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and meet specific deadlines.



- The ability to maintain records and files.



## Job Duties

### Session Duties for preparation of the Senate Journal for each legislative day

- Monitor the telecast of the Senate's daily sessions and take notes concerning motions and readings, committee assignments, designations of committee memberships, committee reports, and action on bills, resolutions, citations, committee substitutes, committee and floor amendments, conference committee reports, and free conference committee reports.
- Compare notes taken of daily sessions and daily Senate Minutes taken by an assistant of the Senate Clerk and notation and reconciliation of any differences.
- Proof the revision of the daily Senate Journal and make necessary corrections.
- Deliver a final corrected copy of the daily Journal to the Senate Clerk for placement on the Clerk's Desk in the Senate Chamber before the next day's session.

### Post-Session Duties for editing and preparing the Senate Journal for publishing

- Make editorial changes to the compilation of each session day's Senate Journal as suggested by the Legislative Record Compiler or the Reviser of Statutes.
- Tag all references to bills, resolutions, citations, committee substitutes, committee and floor amendments, conference committee reports, and free conference committee reports for indexing in Word for Windows.
- Verify all document identification numbers for bills, resolutions, committee substitutes, committee and floor amendments, conference committee reports, and conference committee reports.
- Run the computer program that pulls in the text of bills, resolutions, committee substitutes, committee and floor amendments, conference committee reports, and free conference committee reports from the internal Web database.
- Format each day's Journal to justify margins, add page breaks, and resolve any other formatting issues.
- Prepare all Senate Journal Appendices and the Index.
- Determine what pages will go in each Journal volume.
- Print and deliver the final revised edition of the Senate Journal to the Print Shop for publishing.

# Assistant Senate Journal Clerk



## Stratification

**Level I** General familiarity of the structure of state government and the organization of the legislative branch. Basic, instructive knowledge of the legislative process and the practices and procedures of the Kentucky Senate. Under close supervision, perform specified assigned tasks relative to preparation of daily journals during legislative sessions and preparation of edited journals for publication. (Entry)

**Level II** General familiarity of the structure of state government and the organization of the legislative branch. Basic, instructive knowledge of the legislative process and the practices and procedures of the Kentucky Senate. Under close supervision, perform specified assigned tasks relative to preparation of daily journals during legislative sessions and preparation of edited journals for publication. (Intermediate)

**Level III** Have hands-on, working legislative session experience. Possess and apply fundamental knowledge of the operations of the Kentucky General Assembly and the Kentucky Senate. Under general supervision, confer with staff of the Kentucky Senate in planning, preparing and correcting daily journals during legislative sessions, and in reviewing, and clarifying edits and preparing the edited journal for publication. (Senior)

**Level IV** Have hands-on, working legislative session experience. Possess and apply fundamental knowledge of the operations of the Kentucky General Assembly and the Kentucky Senate. Under general supervision, confer with staff of the Kentucky Senate in planning, preparing and correcting daily journals during legislative sessions, and in reviewing, and clarifying edits and preparing the edited journal for publication. (Lead)

**Level V** Possess and apply advanced knowledge of the constitutional, statutory, parliamentary and chamber guidelines of the legislative process. Under minimal supervision, confer with the Senate Clerk in the planning, preparation and delivery of daily journals during legislative sessions, and in the research and reconciliation of discrepancies. Confer with LRC administrative staff in reviewing and researching edits to the journal and prepare and arrange for publication of the edited journal. (Specialist)

**Level VI** Possess and apply advanced knowledge of the constitutional, statutory, parliamentary and chamber guidelines of the legislative process. Under minimal supervision, confer with the Senate Clerk in the planning, preparation and delivery of daily journals during legislative sessions, and in the research and reconciliation of discrepancies. Confer with LRC administrative staff in reviewing and researching edits to the journal and prepare and arrange for publication of the edited journal. (Consultant)

# Assistant House Journal Clerk



## Reports To

Reviser of Statutes



## Supervises

None



## Job Description

Under the direction of the Reviser of Statutes, compiles the official record of each day's session of the House Clerk Services and prepares the edited version for publication with contents pages, appendices, and indexes.



## Education Requirements

High school diploma or GED.



## Experience Requirements

Must have five years of experience in an administrative or government position, which must include substantial word processing and computer entry duties as a primary responsibility. Knowledge of the legislative process and familiarity with the structure of legislation is preferred.



## Knowledge, Skills & Abilities

- Excellent familiarity with the Rules of the House governing session proceedings.
- Excellent skills in monitoring and understanding legislative action as it occurs.
- Excellent recordation skills to accurately depict Senate floor action.
- Excellent skills in using Microsoft Office products, including Word, Excel, and Outlook.
- The ability to pay close attention to detail in a high-pressure environment for extended periods of time.
- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process.
- Excellent proofreading skills.
- The ability to work independently as well as in a team environment.
- The ability to work under pressure and meet specific deadlines.



- The ability to maintain records and files.



## Job Duties

### **Session Duties for preparation of the House Journal for each legislative day.**

- Monitor the telecast of the House's daily sessions and take notes concerning motions and readings, committee assignments, designations of committee memberships, committee reports, and action on bills, resolutions, citations, committee substitutes, committee and floor amendments, conference committee reports, and free conference committee reports.
- Compare notes taken of daily sessions and daily House Minutes taken by an assistant of the Senate Clerk and notation and reconciliation of any differences.
- Proof the revision of the daily House Journal and make necessary corrections.
- Deliver a final corrected copy of the daily Journal to the House Clerk for placement on the Clerk's Desk in the House Chamber before the next day's session.

### **Post-Session Duties for editing and preparing the House Journal for publishing.**

- Make editorial changes to the compilation of each session day's House Journal as suggested by the Legislative Record Compiler or the Reviser of Statutes.
- Tag all references to bills, resolutions, citations, committee substitutes, committee and floor amendments, conference committee reports, and free conference committee reports for indexing in Word for Windows.
- Verify all document identification numbers for bills, resolutions, committee substitutes, committee and floor amendments, conference committee reports, and conference committee reports.
- Run the computer program that pulls in the text of bills, resolutions, committee substitutes, committee and floor amendments, conference committee reports, and free conference committee reports from the internal Web database.
- Format each day's Journal to justify margins, add page breaks, and resolve any other formatting issues.
- Prepare all House Journal Appendices and the Index.
- Determine what pages will go in each Journal volume.
- Print and deliver the final revised edition of the House Journal to the Print Shop for publishing.

# Assistant House Journal Clerk



## Stratification

**Level I** General familiarity of the structure of state government and the organization of the legislative branch. Basic, instructive knowledge of the legislative process and the practices and procedures of the Kentucky Senate. Under close supervision, perform specified assigned tasks relative to preparation of daily journals during legislative sessions and preparation of edited journals for publication. (Entry)

**Level II** General familiarity of the structure of state government and the organization of the legislative branch. Basic, instructive knowledge of the legislative process and the practices and procedures of the Kentucky Senate. Under close supervision, perform specified assigned tasks relative to preparation of daily journals during legislative sessions and preparation of edited journals for publication. (Intermediate)

**Level III** Have hands-on, working legislative session experience. Possess and apply fundamental knowledge of the operations of the Kentucky General Assembly and the Kentucky Senate. Under general supervision, confer with staff of the Kentucky Senate in planning, preparing and correcting daily journals during legislative sessions, and in reviewing, and clarifying edits and preparing the edited journal for publication. (Senior)

**Level IV** Have hands-on, working legislative session experience. Possess and apply fundamental knowledge of the operations of the Kentucky General Assembly and the Kentucky Senate. Under general supervision, confer with staff of the Kentucky Senate in planning, preparing and correcting daily journals during legislative sessions, and in reviewing, and clarifying edits and preparing the edited journal for publication. (Lead)

**Level V** Possess and apply advanced knowledge of the constitutional, statutory, parliamentary and chamber guidelines of the legislative process. Under minimal supervision, confer with the Senate Clerk in the planning, preparation and delivery of daily journals during legislative sessions, and in the research and reconciliation of discrepancies. Confer with LRC administrative staff in reviewing and researching edits to the journal and prepare and arrange for publication of the edited journal. (Specialist)

**Level VI** Possess and apply advanced knowledge of the constitutional, statutory, parliamentary and chamber guidelines of the legislative process. Under minimal supervision, confer with the Senate Clerk in the planning, preparation and delivery of daily journals during legislative sessions, and in the research and reconciliation of discrepancies. Confer with LRC administrative staff in reviewing and researching edits to the journal and prepare and arrange for publication of the edited journal. (Consultant)

# Public Information



**Public Information Officer**

**Assistant Public Information Officer**

**Photography Supervisor**

**Photographer**

**Audio Communications Specialist**

**Video Communications Specialist**

**Digital Photo Technician**

**Tour Group Coordinator**



# Public Information Officer



## Reports To

Director, Legislative Research Commission



## Supervises

Photography Supervisor, Audio Communications Specialists, Video Communications Specialists and Tour Group Coordinator



## Job Description

Under direction of the Director of Public Information, provide written communications on legislative issues that strengthen link between legislators and constituents. Produce articles, news releases, columns speeches and internal communication pieces.



## Education Requirements

Bachelor's degree in journalism, public relations, a communications field, or a relevant field.



## Experience Requirements

Two years of experience in journalism, public relations, or communications, legislative management or related field. Knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Ability to maintain strict nonpartisanship while providing legislative services.
- Excellent written and verbal skills to communicate effectively and impartially with others involved in the legislative process.
- Ability to understand complex policy issues and communicate them the others in an easy-to-understand manner.
- Strong research skills.
- Ability to attend meetings and use news judgement to focus communications on salient points.
- Skills to write about legislative proceedings in an accurate and engaging manner.
- Ability to write scripts for video and audio productions.
- Strong research skills to find information on legislation, laws and legislative issues

# Public Information Officer



- Ability to multitask and meet deadlines.
- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.
- Excellent skills in using Microsoft Office products including Word, PowerPoint and Outlook.



## Job Duties

- Answer questions via phone and email from people across the state seeking info about legislative process and issues.
- Legislative newsletter design and content, upon request.
- Photography at off-campus meetings when no LRC official photographer is present.
- Assist walk-ins to LRC PI Office.
- Answering phones and responding to requests for info from citizens across state.
- Column writing for lawmakers.
- Writer of "Week in Review" each week during legislative sessions.
- Attending legislative chamber proceedings during sessions and staying current on legislative issues and action.
- News releases upon request, plus meeting coverage for LRC eNews service
- Speech writing upon request.
- Other duties as assigned.

# Assistant Public Information Officer



## Reports To

Public Information Officer



## Supervises

None



## Job Description

Under direction of the Public Information Officer, provide written communications on legislative issues that strengthen link between legislators and constituents. Produce articles, news releases, columns speeches and internal communication pieces.



## Education Requirements

A bachelor's degree in journalism, public relations, a communications field.



## Experience Requirements

Must have two years of experience in journalism, public relations, or communications, legislative management or related field. Knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Ability to maintain strict nonpartisanship while providing legislative services.
- Excellent written and verbal skills to communicate effectively and impartially with others involved in the legislative process.
- Ability to understand complex policy issues and communicate them the others in an easy-to-understand manner.
- Strong research skills.
- Ability to attend meetings and use news judgement to focus communications on salient points.
- Skills to write about legislative proceedings in an accurate and engaging manner.
- Ability to write scripts for video and audio productions.
- Strong research skills to find information on legislation, laws and legislative issues
- Ability to multitask and meet deadlines.

# Assistant Public Information Officer



- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.
- Excellent skills in using Microsoft Office products including Word, PowerPoint and Outlook.



## Job Duties

- Answer questions via phone and email from people across the state seeking info about legislative process and issues.
- Legislative newsletter design and content, upon request.
- Photography at off-campus meetings when no LRC official photographer is present.
- Assist walk-ins to LRC PI Office.
- Answering phones and responding to requests for info from citizens across state.
- Column writing for lawmakers.
- Writer of “Week in Review” each week during legislative sessions.
- Attending legislative chamber proceedings during sessions and staying current on legislative issues and action.
- News releases upon request, plus meeting coverage for LRC eNews service
- Speech writing upon request.
- Other duties as assigned.



## Stratification

**Level I** Possesses basic understanding of legislative process. Able to understand complex policy issues and communicate them the others in an easy-to-understand manner. Strong research skills to find information on legislation, laws and legislative issues. Attends most daily legislative chamber proceedings. Writer of “Week in Review” each week during legislative sessions. Meets all deadlines. (Entry)

**Level II** Possesses thorough understanding of legislative process. Able to understand complex policy issues and communicate them the others in an easy-to-understand manner. Strong research skills to find information on legislation, laws and legislative issues. Attends most daily legislative chamber proceedings. Writer of “Week in Review” each week during legislative sessions. Meets all deadlines. (Intermediate)

**Level III** Demonstrate excellent copy editing skills. Ability to write scripts for video and audio productions. Able to answer media questions as assigned by supervisor. Provide photography services at off-campus meetings when no LRC official photographer is present. (Senior)

**Level IV** A self-starter, able to identify potential news stories on legislative issues and disseminate the news with limited supervision. Produce copies that require only minimal editing. In addition to strong writing skills, proficient in layout and design. Able to design attractive

## Assistant Public Information Officer



newsletters and other publications. Excellent skills in using Microsoft Office products including Word, InDesign, PowerPoint and Outlook. Serve as Interim *Legislative Record* editor, designer and typographer. (Lead)

**Level V** Able to answer media questions, knowing when info can be immediately provided and when info requests should be referred elsewhere. Attend all daily legislative chamber proceedings and is known by all chamber members as the go-to person for most of their communication needs. Possess expert-level knowledge of policy issues and legislative action. (Specialist)

**Level VI** Among state's best news writers on legislative issues. Write compelling pieces that are published across state. Design attractive publications that create stronger connections within the LRC and between lawmakers and their constituents. Possess a thorough understanding of LRC services and crafts high-quality internal communication pieces. Able to fill in as office supervisor when manager is absent. (Consultant)

# Photography Supervisor



## Reports To

Public Information Officer



## Supervises

Photographers



## Job Description

Serves as a photographer and oversee the LRC Public Information Office's photo services, including making photo assignments and ensuring all photos are properly disseminated and archived.



## Education Requirements

Bachelor's degree.



## Experience Requirements

Must have two years of experience in photography, journalism, public relations or a similar communications field is required. Relevant work experience may be substituted for a Bachelor's degree on a year for year basis.



## Knowledge, Skills & Abilities

- Supervisory experience preferred.
- Excellent organization skills and attention to detail.
- Proficient with digital cameras and equipment.
- Competent at adjusting apertures, shutter speeds, and camera focus based on many factors, including lighting and depth of field.
- Accomplished at producing high-quality composition in photographs.
- Proficient with digital photo editing software.
- Able to oversee an array of photo services and the work of others.
- Strong writing skills.
- Excellent verbal and listening skills.
- Strong skills in using Microsoft Office products including Word and Outlook.

# Photography Supervisor



- Excellent skills in using Photo editing tools, such as Adobe Photoshop.



## Job Duties

- Shoot candid photos and studio portraits; cropping.
- Edit, and color correct digital images; writing cutlines.
- Organize photo schedule.
- Direct activities of others to provide photo services.
- Make photo assignments.
- Review photos and selecting best work.
- Maintain equipment.
- Post images online and distribute via email.
- Archive digital and print images.
- Oversee the production of high-quality prints.
- Maintain photo supplies.
- Able to maintain a professional non-partisan rapport with legislators, LRC staff, and the general public.
- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.

# Photographer



## Reports To

Photographer Supervisor



## Supervises

None



## Job Description

Under the supervision of the Photo Supervisor, the Photographer will capture images that depict the legislative process, chamber proceedings and LRC functions.



## Education Requirements

Bachelor's degree.



## Experience Requirements

Must have four years of equivalent professional experience may be substituted for the degree. Two years of experience in photography, journalism, public relations or a similar communications field.



## Knowledge, Skills & Abilities

- Excellent organization skills and attention to detail.
- Proficient with digital cameras and equipment.
- Competent at adjusting apertures, shutter speeds, and camera focus based on many factors, including lighting and depth of field.
- Accomplished at producing high-quality composition in photographs.
- Proficient with digital photo editing software.
- Strong skills in using Microsoft Office products including Word and Outlook.
- Excellent skills in using Photo editing tools, such as Adobe Photoshop.
- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.



# Photographer



## Job Duties

- Shoot candid photos and studio portraits; cropping.
- Edit, and color correct digital images; writing cutlines.
- Receive photo assignments.
- Review photos and select best work.
- Maintain equipment.
- Archive digital and print images.



## Stratification

**Level I** Excellent organization skills and attention to detail. Able to work independently on photo assignments to capture an array of images that visually tell a story. (Entry)

**Level II** Excellent organization skills and attention to detail. Able to work independently on photo assignments to capture an array of images that visually tell a story. (Intermediate)

**Level III** Extensive knowledge of digital cameras and equipment. Highly skilled at adjusting apertures, shutter speeds, and camera focus based on many factors, including lighting and depth of field. Excel at producing high-quality composition in photographs. Extensive experience with digital photo editing software. Demonstrate excellent judgment when interacting with lawmakers and responding to special requests for photo coverage. (Senior)

**Level IV** Able to produce high-quality composition in photographs and edit them to show well-lit, vibrant colors. Extensive experience with digital photo editing software. Demonstrate total reliability for all assignments. (Lead)

**Level V** Able to oversee an array of photo services and help guide the photographic work of others. Excel and teach other staff members how to use video cameras and editing software to boost output of videos. (Specialist)

**Level VI** Highly creative thinker who finds innovative ways to expand the audience of General Assembly photos. Capture outstanding photos of legislative action that are regularly published in major newspapers and highly visible online sites. (Consultant)

# Audio Communications Specialist



## Reports To

Public Information Officer



## Supervises

None



## Job Description

Creates audio news reports on legislative issues that strengthen link between legislators and constituents.



## Education Requirements

Bachelor's degree in journalism, public relations, communications field, or a relevant field.



## Experience Requirements

Must have two years of experience in journalism, public relations, or communications, legislative management or related field. Knowledge of the legislative process will be given added consideration.



## Knowledge, Skills & Abilities

- Ability to maintain strict nonpartisanship while providing legislative services.
- Excellent written and verbal skills to communicate effectively and impartially with others involved in the legislative process.
- Ability to understand complex policy issues and communicate them the others in an easy-to-understand manner.
- Strong research skills.
- Ability to attend meetings and use news judgement to focus communications on salient points.
- Skill at creating audio recordings that report on legislative proceedings in an accurate and engaging manner.
- Strong research skills to find information on legislation, laws and legislative issues.
- Ability to multitask and meet deadlines.

# Audio Communications Specialist



- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.
- Excellent skills in using Microsoft Office products including Word, PowerPoint and Outlook.
- Skilled at using audio editing programs, such as Sound Forge.



## Job Duties

- Create radio actualities for members of the General Assembly.
- Answer phone calls and respond to requests for legislative information.
- Create copies of audio recordings of legislative proceedings upon request.
- Update Legislative Calendar Line.
- Ensure sound equipment needs are met for legislative press conferences.
- Make sure radio equipment is in good repair.
- Make radio-related purchase requests.
- Post audio spots on Web and distribute them to reporters across state.
- Create an audio "Week in Review" each week during legislative sessions.
- Other duties as assigned.



## Stratification

**Level I** Know and apply fundamental concepts, practices and procedures in reporting news on the General Assembly through radio news reports. Able to maintain audio archives with limited oversight. Highly skilled at using audio editing programs. Thorough understanding of the legislative process. (Entry)

**Level II** Know and apply fundamental concepts, practices and procedures in reporting news on the General Assembly through radio news reports. Able to maintain audio archives with limited oversight. Highly skilled at using audio editing programs. Thorough understanding of the legislative process. (Intermediate)

**Level III** Excellent written and verbal skills to communicate effectively and impartially with others involved in the legislative process. Ability to create audio news reports that show an understanding of complex policy issues and ability to communicate them to others in an easy-to-understand manner. Strong research skills to find information on legislation, laws and legislative issues. Thorough understanding of the legislative process. Able to offer direction to coworkers who assist in creating audio news reports. Posts audio news reports online on a regular year-round schedule. (Senior)

**Level IV** Excel at creating audio news reports that communicate ideas about complex policy issues in an engaging and relatable manner. Regularly provide videos to journalists with supplement audio material to support their news stories about the General Assembly. Guide others in Public

# Audio Communications Specialist



Information Office so they can successfully add to office's output of high-quality audio news reports. Ensure that a steady stream of high-quality audio news reports are continually disseminated and posted online. Find creative ways to expand audience for legislative audio news reports. (Lead)

**Level V** Plan and conduct larger and more important projects and may take the lead or direct. Excel at developing innovative methods that expand audience of legislative audio news reports. Possess well-developed leadership abilities that carry over to other communication fields. (Specialist)

**Level VI** Utilize skills and talents to act as one of the state's top providers of audio news reports. Highly creative thinker who finds and develops new methods of engaging people statewide with audio coverage of the Kentucky General Assembly. (Consultant)

# Video Communications Specialist



## Reports To

Public Information Officer



## Supervises

None



## Job Description

Oversees video recordings of legislative proceedings, produces videos for agency, archives and distributes videos.



## Education Requirements

Bachelor's degree.



## Experience Requirements

Must have two years of experience in journalism, public relations, or video production.



## Knowledge, Skills & Abilities

- Must be able maintain strict nonpartisanship while providing services.
- Thorough understanding of the legislative process.
- Ability to communicate about complex policy issues in an easy-to-understand manner
- Strong research skills.
- Ability to attend meetings and use news judgement to focus communications on salient points.
- Ability to write scripts for video productions.
- Strong research skills to find information on legislation, laws and legislative issues.
- Ability to work under pressure and meet deadlines.
- Strong skills in using Microsoft Office products including Word and Outlook.
- Excellent skills in using video production tools, including Final Cut Pro, Adobe After Effects, Adobe Photo Shop, and Pro Show Producer.

# Video Communications Specialist



- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.



## Job Duties

- Create and maintain General Assembly's video archives.
- Make sure all chamber proceedings and committee meetings covered by KET are recorded.
- Serve as a videographer to obtain focused and well-composed video images.
- Make copies of videos and distribute them upon request.
- Create and edit videos as needed.
- Serve as back-up photographer as needed.
- Troubleshoot any video/tech problems throughout agency as needed.
- Make sure all video equipment is in good repair.
- Answer phone calls and respond to questions about General Assembly matters.
- Make purchase requests for video equipment.
- Make sure video streaming to agency works properly.
- Record public service announcements upon request.



## Stratification

**Level I** Skilled at using video recording/dubbing system. Able to maintain video archives with limited oversight. Able to serve as a backup videographer and photographer as needed. (Entry)

**Level II** At least two years' experience in journalism, public relations, or video production. Able to keep up with video recording requests and maintain video archives with limited supervision. Competent at shooting and producing videos. Able to upload videos to the Web. Make purchase requests for video equipment. (Intermediate)

**Level III** Extensive experience at video production. Make sure video streaming for agency works properly. Record public service announcements upon request. Thorough understanding of the legislative process. Serve as primary videographer to obtain focused and well-composed video images (Senior)

**Level IV** Ability to write scripts for video productions. Create videos for agency internal communications. Strong research skills to find information on legislation, laws and legislative issues. Excellent skills in using video production tools, including Final Cut Pro, Adobe After Effects, Adobe Photo Shop, and Pro Show Producer. (Lead)

**Level V** Ability to create videos that communicates ideas about complex policy issues in an easy-to-understand manner. Strong research skills. Ability to attend meetings and use news

## Video Communications Specialist



judgement to focus video news reports on salient points. Excel and teach other staff members how to use video cameras and editing software to boost output of videos. (Specialist)

**Level VI** With minimal oversight, manage agency video operations in a way that creates high-quality compelling videos that are successfully disseminated on a regular bases to thousands of viewers. Regularly provide videos to journalists to supplement material in their news stories about the General Assembly. Guide others in the Public Information Office so that they can successfully add to office's output of high-quality videos (Consultant)

# Digital Photo Technician



## Reports To

Photography Supervisor



## Supervises

None



## Job Description

Color corrects photos and edit images; maintain professional-grade photo printer and produce high-quality images; archive and distribute images.



## Education Requirements

Bachelor's degree or equivalent professional experience.



## Experience Requirements

None



## Knowledge, Skills & Abilities

- Able to operate and maintain a professional-grade photo printer.
- Skilled at using photo editing programs, Adobe Photoshop and Qimage.
- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.



## Job Duties

- Correspond with photographers to assure that all cards with raw files taken have been downloaded to the correct days.
- Color correct and edit photos with photo shop.
- Attach naming, date system to selected files.
- Properly archive photos.
- Print photos for distribution.



# Digital Photo Technician



- E-Mail files to appropriate parties.
- Maintain and print contact sheets.
- Maintain and clean of Noritsu M-300 and Ricoh Aficio C-831 Commercial printers.
- Order supplies needed for operating the lab.
- Correspond with Noritsu Tech Support in California for troubleshooting as needed.

## Stratification



**Level I** Become familiar with the legislative environment, members of the General Assembly, and the LRC staff. Under direct supervision, learn all the functions provided by the Project Center and office etiquette, including proper interaction with legislators. Perform tasks as assigned, including stuffing, folding, packing, and mailing. (Entry)

**Level II** Operate photo lab with supervision. Proficient at producing high-quality photo prints, keep photo printer and equipment in good repair and troubleshoot issues. Ensure an adequate supply of photo paper and printer ink. (Intermediate)

**Level III** Possess deep knowledge of photo printer operations and maintenance. Work to produce high quality photo prints while successfully avoiding backlogs in the photo lab. Work without close supervision. Maintain and clean Noritsu M-300 and Ricoh Aficio C-831 Commercial printers. Correspond with Noritsu Tech Support in California for troubleshooting as needed. Color correct and edit photos with Adobe PhotoShop. (Senior)

**Level IV** Remain productive without supervision. Seek areas for improvement in the photo lab. Explore areas for photo printing cost savings. Make suggestions to ensure quality products. Train others in photo lab operations. (Lead)

**Level V** Work with wide latitude for unreviewed operation of highly efficient, high-quality photo lab. Extensive skills at using photo editing programs, Adobe Photoshop and Qimage. Plan and recommend major equipment purchases. Train others in use of printing equipment. (Specialist)

**Level VI** Independently operate highly efficient, high-quality photo lab. Offer ideas to dramatically improve the efficiency and quality of photo lab services, practices and, upon receiving approval, see improvement plans through to completion. (Consultant)

# Tour Group Coordinator



## Reports To

Public Information Officer



## Supervises

None



## Job Description

Assists groups in scheduling visits of State Capitol and other Frankfort sites; Maintain tour calendar and arrange meeting times between lawmakers' and groups visiting Capitol.



## Education Requirements

Bachelor's degree.



## Experience Requirements

Relevant professional work experience may be substituted for a Bachelor's degree on a year for year basis.



## Knowledge, Skills & Abilities

- Strong organizational skills.
- Must be able maintain strict nonpartisanship while providing services.
- Communicate effectively with those scheduling tours and those providing tour services.
- Organize tour calendar and disseminate accurate information to interested parties.
- Must have professional and courteous demeanor.
- Excellent skills in using Microsoft Office products including Word and Outlook.
- Able to multitask and meet deadlines.
- Able to work under stress, with the understanding that during legislative sessions, working overtime will be required.

# Tour Group Coordinator



## Job Duties

- Communicate with and schedule tours for visiting school, leadership, civic and family groups.
- Request appropriate materials for each group: this includes packets, gallery passes during session and citations.
- Schedule time and location of commemorative photos.
- Determine the legislative district for each visiting group.
- Inform legislators and their staff when a group from their district is visiting the Capitol.
- Maintain a weekly calendar that is sent out each week to a distribution list.
- Act as a liaison between the Capitol Tour Desk and LRC.
- Communicate with and scheduling tours at the Old Capitol and Ky. History Center.
- Maintain records of special requests for each legislator.
- Email copies of the commemorative photos to the teacher/group leader and sending copies of the photo to the legislator's office to be signed.
- Maintain records on the number of materials requested each year, and communicating and working with the print shop about anticipated material needs.



## Stratification

**Level I** Possess and apply comprehensive knowledge about ways to accommodate groups seeking tours of State Capitol and other Frankfort sights. Keep tour group requests and info related to scheduled tours thoroughly organized. (Intermediate) (Entry)

**Level II** Possess and apply comprehensive knowledge about ways to accommodate groups seeking tours of State Capitol and other Frankfort sights. Keep tour group requests and info related to scheduled tours thoroughly organized. (Intermediate)

**Level III** Able to operate tour group scheduling office with limited supervision. Able to lead Capitol tours as needed. Has thorough understanding of legislative process. Excel at teaching others how to conduct tour group operations. (Senior)

**Level IV** Offer sound ideas on improving the quality and efficiency of the tour scheduling practices. With minimal supervision, excel at ensuring that all tour group requests are efficiently and accurately processed. (Lead)

**Level V** Able to train others to work in tour group office or as tour guides. Able to offer improvements on LRC's civic education initiatives, including print and web-based resources. Able to offer suggestions on activities that teach groups visiting Capitol about their government. (Specialist)

## Tour Group Coordinator



**Level VI** Show mastery at setting up experiences for groups visiting the Capitol that are memorable and enlightening. Actively seek ways to promote civic education for groups visiting the Capitol as well as folks interested in learning about their Capitol from afar. (Consultant)

# General Counsel



General Counsel

Deputy General Counsel

# General Counsel



## Reports To

Director, Legislative Research Commission



## Supervises

Deputy General Counsel



## Job Description

Collaborates with the Deputy General Counsel to provide all legal services for the Legislative Research Commission. Legal services will be of a complex and varied nature, focusing on the Kentucky General Assembly



## Education Requirements

Juris Doctorate and must be licensed to practice law in the Commonwealth of Kentucky.



## Experience Requirements

Must have eight years of legal experience with at least two years of litigation experience. Additionally, a candidate must have a demonstrated knowledge of the legislative process, the Kentucky Open Records Act, and employment law. Candidates should be experienced in drafting legal documents and legal memoranda.



## Knowledge, Skills & Abilities

- Practice before the Franklin Circuit Court is preferred.
- Demonstrated knowledge of management practices and personnel law.
- Knowledge of English grammar, spelling, and punctuation.
- Fundamental knowledge of parliamentary procedure is preferred.
- Professional work experience interpreting the Kentucky Constitution and demonstrated ability to interpret federal and state statutes and regulations.
- Professional experience supervising employees.
- Ability to work independently with limited administrative staff.
- Excellent research skills.
- Demonstrated ability to work with an executive team.



- Ability to work unconventional hours, particularly during the legislative session.



## Job Duties

- Work with LRC Committee staff in addressing complex constitutional issues.
- Research and advise the Kentucky General Assembly on complex issues of constitutional and statutory interpretation and parliamentary procedure.
- Advise the LRC Director on policy and procedure.
- Manage Open Records requests submitted to LRC.
- Supervise and work with the Deputy General Counsel.
- Review and draft contracts.
- Advise the Human Resources Branch on personnel law.
- Advise agency supervisors in personnel law, parliamentary procedure, state and federal law, and other issues.
- Represent the agency and legislators sued in their official capacity in state and federal court.
- Manage agency cases that are awarded to contract attorneys.

# Deputy General Counsel



## Reports To

General Counsel



## Supervises

None



## Job Description

Collaborates with the General Counsel to provide all legal services for the Legislative Research Commission. Legal services will be of a complex and varied nature, focusing on the Kentucky General Assembly



## Education Requirements

Juris Doctorate and must be licensed to practice law in the Commonwealth of Kentucky.



## Experience Requirements

Must have six years of legal experience. Additionally, a candidate should have a demonstrated knowledge of the legislative process. Candidates should be experienced in drafting legal documents and legal memoranda.



## Knowledge, Skills & Abilities

- Practice before the Franklin Circuit Court is preferred.
- Knowledge of English grammar, spelling, and punctuation to correct errors.
- Fundamental understanding of parliamentary procedure is preferred.
- Professional knowledge of the Kentucky Constitution and demonstrated ability to interpret federal and state statutes and regulations.
- Ability to work independently with limited administrative staff.
- Excellent research skills.
- Demonstrated ability to work well with others in an intense environment.
- Professional demeanor and interpersonal skills.
- Willingness to work unconventional hours, particularly during the legislative sessions.





## Job Duties

- Work on projects assigned by the Director, Deputy Directors, General Counsel and legislators for completion with little or no oversight.
- Assess work needs and undertake other duties as needed with little oversight.
- Work with LRC Committee staff in addressing complex constitutional issues.
- Work with the General Counsel to research and advise the Kentucky General Assembly on complex issues of constitutional and statutory interpretation and parliamentary procedure.
- Review and draft contracts.
- Represent the agency and legislators sued in their official capacity in state and federal court.
- Assist committee staff in the legislative process.
- Assist in enrollment of bills.
- Other duties as assigned.